

**Study and Examination Leave Policy**

Date: 19.06.2024

Review Date: 31.08.2024

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Please also refer to the Study Support Policy [Study support policy | Inside Barnardos](https://inside.barnardos.org.uk/bu/learning-all/study-support-policy)

**1. Leave for Required Learning and Development**

* Structured learning and development which takes place during normal working hours will be regarded as paid Study Leave.
* Structured learning and development which takes place outside normal working hours may be claimed as TOIL as set out in the Colleague Handbook, as amended from time to time.
* Unstructured learning and development, equivalent to the duration of examinations, may either take place during normal working hours, at the discretion of the staff member’s line manager or outside of normal working hours, the employee is expected to show commitment to their own continuous development by spending their own personal time on unstructured learning. If the extent of unstructured learning becomes excessive, at the line manager’s discretion this can be taken as TOIL as set out in the Employee Handbook, as amended from time to time.
* Should a revision course be available and the individual attends during normal working hours, this shall be treated as structured learning, this is in place of unstructured revision.

**2. Leave for Non-required Learning and Development**

Where learning and development is non-required, levels of financial and working time support will vary and take account of region/nation/head office budget provisions. The following are general guidelines only and this will be determined through line management:

For Non-Required learning Barnardo’s staff are expected to use their private/personal time in structured and un-structured learning and development. Should this development be required during working hours up to six days a year can be taken as unpaid leave or “flexi” days, alternatively a staff member may opt to take annual leave.

**Review**

This policy will be reviewed by the People Strategy & Projects Team in accordance with its policy review cluster schedule.

**Document history**

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|  **Version** | **Date** | **Author** | **Status** | **Comment** |
| 1 | 01.05.2008 |  |  |  |
| 1.1 | 01.08.2022 | People Strategy & Projects Team |  | Updated to reflect agreed review date |
| 1.2 | 07.07.2023 | People Strategy & Projects Team | Agreed | Policy updated to reflect revised review date in accordance with planned schedule agreed by CLT |
| 1.3 | 29.04.2024 | People Strategy & Projects Team |  | Policy updated to reflect revised review date in accordance with Barnardo’s central policy register. |
| 1.4 | 19.06.2024 | People Strategy & Projects Team |  | Policy updated to reflect revised review date in accordance with policy cluster schedule agreed with Audit and Assurance. |

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**Owner**

People Strategy and Projects Team