### Eligibility

All professional/general staff who currently hold a continuing or fixed term appointment are eligible to apply for study leave upon successful completion of probation.

Performance must be considered to be satisfactory.

Indigenous staff may also apply for the Indigenous Staff Study Support Scheme.

Casual staff are not eligible to apply for study leave.

### Examples of Study Leave @ CSU

Some example of study leave for staff at CSU could include:

- a technical, trade or vocational course conducted by TAFE or a registered training organisation (RTO);
- an enabling or bridging course;
- an undergraduate or postgraduate course at a university;
- any other accredited course at a tertiary institution or RTO;
- single subjects not leading to the attainment of a formal qualification (e.g. Associate Student Program at CSU).

### Hours of Study Leave

The maximum entitlement of study leave is four hours each week, for each week in the academic session. Study Leave ceases outside the academic session.

Study Leave does not accrue and any leave that is not taken on a weekly basis during each session, semester, trimester for example will not accrue to the following week.

If you work part-time, you can calculate the maximum number of study leave hours you are entitled below:

\[ 4 \times \text{your employment fraction as a } \% = \text{Max. number of hours per week.} \]

E.g. \(4 \times 75\% \) employment fraction = 3hrs maximum per week in the academic session.

### Applying for Study Leave

Study Leave is a mutual agreement between you and your manager/supervisor where approval is subject to the operating requirements of your work area.

It is advised that you discuss your study leave requirements and submit the completed Application Form for Study Leave to your manager/supervisor before the start of each academic session or as soon as confirmation of enrolment is received.

Please note that approval is required from your manager/supervisor and Executive Dean/Executive Director or equivalent.
You should only apply for the amount of study leave needed to meet course requirements. This may be lower than the maximum entitlement.

If you are commencing a course, the completed application form must be accompanied by a copy of:

- your offer of admission;
- the full program of study that has been approved by the tertiary institution or registered training organisation; and
- relevant subject/module details for the current academic session

Once approval has been received from your manager/supervisor and Executive Dean/Executive Director, as outlined in the Study Leave Policy, you must apply each week via Web Kiosk for the day/time that you wish to use your study leave entitlement.

Re-applying for study leave

At the commencement of each new study session, e.g. the beginning of each session/semester/term/trimester, you will need to complete Application Form for Study Leave.

If you are continuing a course, the completed application form must be accompanied by a copy of:

- subject/module results for the previous academic session; and
- relevant subject/module details for the current academic session

Once approval has been received from your manager/supervisor and Executive Dean/Executive Director, as outlined in the Study Leave Policy, you must update each week via Web Kiosk with your study leave hours.

Attending examinations

Special leave to attend and travel to/from compulsory examinations associated with a course or nominated subject is in addition to the maximum entitlement for study leave. Once you know the dates, you can then apply for special leave via Web Kiosk.

Further Details