



***Policy Implementation Guideline:
Study Exam Leave***

STUDY / EXAM LEAVE

I. Definition:

A paid leave arrangement for employees who need to take time off to study for and/or take an examination.

II. Important Considerations:

- Eligibility, rules and regulations to utilise study leave option must be clearly defined within the policy prior to implementation.
- Typically, the employee is granted paid study/exam leave for 2 working days per subject.
- A paid study/exam leave is applicable for the first sitting only. Study/exam leave for subsequent retakes for the same subject should be applied as part of the employee's annual leave instead.
- Supervisor and HR may edit or discontinue the policy if it no longer meets business needs.

III. Policy Guidelines:

- **Eligibility:**
All full-time or part-time employees who are pursuing part-time studies in a course approved by HR.
- **Application and Approval Process:**
A typical application process for study/exam leave:
 - a. Eligible employees intending to apply for study/exam leave should discuss their intentions with their immediate supervisor.
 - b. A written request must be submitted to HR and copy the appropriate individuals. This request should contain the following information:
 - Start date of study/exam leave.
 - Documents supporting approval of study/exam leave.
 - c. Employees should receive the necessary approval prior to commencing the arrangement.
A formal approval process is required for each individual application that takes into account:
 - a. Employee's eligibility.
 - b. Total duration of leave.
 - c. The impacts to the business and the requesting employee.
 - d. Clear communication of expectations.
- **Review of Study Leave:**
 - a. The study/exam leave benefit must be reviewed regularly to determine it meets business needs.

- b. Study/exam leave may be used for:
 - Attending lectures, tutorials, lessons or classes.
 - Private study.
 - Attending an examination.
 - c. Supervisor and HR may edit or discontinue the policy if it no longer meets business needs.
- **Expectations of Employees on Study Leave:**
 - a. Employees on a study/exam leave work arrangement are accountable of delivering proven quality of work.
 - b. Employees should not consider the option an entitlement and will not abuse the privilege.
 - c. Knowingly making false or fraudulent statements in order to utilise the study/exam leave benefit from the company should be subject to company's disciplinary actions.
 - **Rewards and Salary:**

Typically, study/exam leave arrangement will not have an impact on the employee's salary and bonus.
 - **Performance Management:**

The employer's standard performance management process will continue to apply for employees on study/exam leave arrangement.

Checklist for Employers:

- Define eligibility of workforce and employees.
- Develop/Update policy (if required) on availability of study leave, workforce and eligibility.
- Define courses approved for this leave benefit and communicate upfront to employees to minimise confusion
- Receive request from eligible employees of their intention to go on a study leave.
- Confirm eligibility and confirm entitlement to employee.
- Confirm leave period with employee.
- Monitor utilisation and effectiveness of paternity leave to ensure it fulfills business needs.