

**Policy Name:** Accredited Courses: Leave and Funding

An Associate College of  
Trinity College Dublin, the University of Dublin

<b>Policy Title</b>	Accredited Courses Leave and Funding
<b>Description</b>	Policy on study and exam leave entitlements for staff pursuing accredited academic courses and funding assistance in respect of accredited external education courses.
<b>Author</b>	Human Resources
<b>Version</b>	1
<b>Approved By</b>	Human Resources
<b>Policy Approval Date</b>	January 2019
<b>Policy Review Date</b>	April 2023 (or as necessary)

## **Accredited Courses: Leave and Funding Policy**

### **1. Context**

Marino Institute of Education (MIE) wishes to ensure that it maintains the highest possible standards in all its activities. This policy document aims to set out clearly funding and leave arrangements for accredited courses.

### **2. Purpose**

To set out the MIE's policy and procedures on:

- 2.1. Study and exam leave entitlements for staff pursuing accredited academic courses and
- 2.2. Funding assistance in respect of accredited external education courses.

### **3. Definitions**

- 3.1. This policy does not cover short-term training courses.
- 3.2. To be eligible to apply staff must have more than 12 months' continuous service and be employed on a full-time permanent basis.
- 3.3. Study and examination leave will apply to academic courses which are directly related to the work and development of the member of staff within MIE. The course must be approved, in advance, by the Head of Department and the Human Resources (HR) Manager.
- 3.4. Depending on the nature of the course and the degree of relevance, up to four days' study leave per annum may be granted. In considering relevance, MIE will look at whether the course in question is:
  - i. Wholly job-related<sup>1</sup>
  - ii. Job-related and personally developmental
  - iii. Personally developmental.
- 3.5. Depending on the nature of the examinations, half days or full days per examination, to a maximum of four days per annum may be granted.

### **4. Policy**

- 4.1. Exam and Study Leave

---

<sup>1</sup> See [Continuing Professional Development](#)

- i. Applications, on the appropriate form, should be given to Head of Department, who should make a recommendation as to the appropriate level of leave to the HR Manager.
- ii. Notification of examination dates must be made to the Head of Department as soon as possible. Proposed dates for study leave should also be notified as soon as possible. The timing of this leave is subject to local agreement.
- iii. The HR Manager will consider the application in light of the overall application of the policy and will reach a final decision in conjunction with the Head of Department.
- iv. On communication of the decision, the staff member may request the basis of the decision from the HR Manager and refer to information they feel may have been overlooked. At such point the matter may be reconsidered and a final decision issued.

#### 4.2. Funding Assistance

- i. Subject to pre-agreed conditions and approval, funding assistance will be set aside annually to refund tuition fees incurred by any full-time staff members, who undertake courses of study that are certified or accredited by a recognised body and which are directly related to the work and development of the member of staff within MIE<sup>2</sup>. These courses must be approved for funding, in advance, by the Head of Department and the HR Manager.
- ii. Depending on the cost of the course, tuition fees are reimbursed up to a ceiling of €5,000, per annum, per applicant, to a maximum of four years, including fees, travel and subsistence. The Institute will look at whether the course in question is:
  - a. Wholly job-related<sup>3</sup>
  - b. Job-related and personally developmental
  - c. Personally developmental.
- iii. Funding is on a refund basis and subject to proof of payment being provided by the applicant, and proof of satisfactory and sufficient progress being made. The provision of funding is subject to available budgetary resources.

---

<sup>2</sup> See [Staff Fee Waiver Scheme - Tuition Fees Student Contribution](#)

<sup>3</sup> See [Continuing Professional Development](#)

- iv. Staff who terminate their employment within 24 months of receiving financial support under this policy will be required to refund all such funding assistance. Staff who terminate their employment within 36 months of receiving financial support under this policy will be required to refund 50% of any funding assistance. Staff who terminate their employment with 48 months of receiving financial support under this policy will be required to refund 25% of any funding assistance<sup>4</sup>.

4.3. Application for funding must be received by Head of Department by 30<sup>th</sup> April.

4.4. Applications on the appropriate form should be submitted to the Head of Department, who should make a recommendation in relation to funding and forward to the HR. Only applications that have the support of the Head of Department will be considered for approval.

4.5. The HR Manager will consider the application in light of the overall application of the policy and available resources and will reach a decision by the 31<sup>st</sup> August.

## **5. Responsibility**

The responsibility for maintenance of this policy rests with HR.

## **6. Related Documents**

- 6.1. [Continuing Professional Development](#)
- 6.2. The Contract of Employment
- 6.3. [Staff Fee Wavier Scheme - Tuition Fees Student Contribution](#)

---

<sup>4</sup> See [Staff Fee Wavier Scheme - Tuition Fees Student Contribution](#)