

Study Leave Application Form – HR 108 (p)

This form is to be used by employees to apply for study leave. You must give a minimum of four weeks notice to your employer before commencing study leave.
Please complete in Block Capitals/Tick appropriate boxes.

To be completed by Employee																					
Surname:	First Name:																				
Grade:	Personnel No: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
Location:	PPS No: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
In accordance with the provisions of the HSE Terms and Conditions of Employment (Revised) 2017.I hereby notify my employer that I intend to take Study Leave.																					
Number of days leave applied for:																					
From date <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											To date <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
Signature:	Date: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
To be completed by the Line Manager																					
I have checked the relevant supporting documentation required for the leave requested and confirm that the leave required complies with the terms outlined in the relevant HR policy																					
Application Approved	Yes <input type="checkbox"/>																				
Signature:	Date <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
Name:	Grade:																				
Contact Phone No:	Mobile No:																				
Email Address:																					
To be completed by Human Resources Personnel Administration																					
System updated by:	Name:																				
Contact Phone No:	Date: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100px; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
Comments:																					
Circulation List																					
1	2																				
3	4																				
5	6																				
7	8																				

Explanatory note on Study Leave

Paid study leave may be granted to employees in respect of third level courses and examinations, subject to the standard arrangements governing the grant of leave generally and provided the costs can be accommodated by the employee's line manager within their approved financial allocation.

The grant of study leave may be considered for Bachelor, Master, Diploma and other third level courses in subjects relevant to the employee's area of work, as agreed with and approved by the line manager.

Employees pursuing primary degree courses in their own time may be allowed up to ten days study leave with pay, over the full duration of the course. Employees should be given as much freedom as possible as regards spreading the leave over the various course examinations, subject to the condition that a maximum limit of five days study leave with pay will apply to any academic year.

This arrangement will also apply to other third level courses of education that last for three years or longer. For shorter third level courses, three days study leave with pay may be allowed for each year of the course, repeat years being excluded.

Staff working less than full time will have study leave calculated on a pro-rata basis, subject to a minimum entitlement of one day's study leave per individual per course.

Attendance at the course must be agreed locally between the line manager and the employee prior to commencement on the course and will be subject to ongoing service requirements.

Study Leave NCHDs NCHDs may be granted up to a maximum of 18 working days educational leave per 6-month period to facilitate:

(1) Attendance at courses, conferences, and educational events determined to be appropriate by the HSE, the recognised postgraduate training bodies and the Universities;

(2) Study leave prior to an examination or repeat examination for higher degrees or diplomas determined to be appropriate by the HSE, the recognised postgraduate training bodies and the Universities;

(3) Attendance at examinations determined to be appropriate by the HSE, the recognised postgraduate training bodies and the Universities;

(4) Attendance at interviews within the Irish public health service appropriate to the NCHD's training / career pathway;

All educational leave must:

- (1) be relevant,
- (2) take account of service and rota needs,
- (3) be recommended by the supervising Consultant / Clinical Director and

(4) be approved by the Employer in advance in line with the Employer's leave policy and with cognisance of the requirements of any specialist training / professional competence scheme the NCHD is participating in and related medical education and training requirements.