



3.14 EMPLOYEE STUDY LEAVE

Distribution:	Elected Members, Executive Management, Council Staff
Responsible Officer:	Chief Executive Officer
Date Adopted:	2015 – Version 1 – Resolution 8.1.4 032017.OM
Last Review:	March 2024 – Version 3 – Resolution 032024 767 (Formerly 4.29)

Purpose

To guide the Chief Executive Officer and staff when considering staff study leave.

Scope

All Staff

Standard

A permanent full-time or part-time employee may apply for “Study/External Training Leave.

The approval of this application is at the sole discretion of the Chief Executive Officer,

The Chief Executive Officer may place a limit upon the number of employees receiving study assistance taking into account the Shire’s operational requirements and budget.”

The Chief Executive Officer shall decide applications for unpaid study leave.

Roles and Responsibilities

Shire President

- Ensure policy is reviewed annually.

Chief Executive Officer

- Ensure all applications for unpaid study leave are considered

Legislation

Nil

Resource Documents

Nil

Local Law

Nil

Delegation

Not Applicable