



Maynooth University
Human Resources Office

Maynooth University Study and Examination Leave Policy

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Relevant Information

MU Education Support Policy
Education Support Form
Fee Remission Policy and Form
Career Break Policy
Part-Time Working Policy
MU Strategic Plan/Department Strategic Plan

General queries on the policy can be made to learning.development@mu.ie

Definitions

Assigned Working Hours: For the purpose of this policy are those hours the employee is assigned by the Head of Department or their nominee to work on a particular day. Some employees who work in particular areas may be assigned hours outside the 9.00am - 5.30pm typical working hours.

Core Working Hours are those an employee must work each day. Some employees have access to flexi-time.

Employer: shall be understood to mean Maynooth University.

Employee: shall be understood to mean any person employed under a contract of employment by Maynooth University.

Examination Leave: is defined as a period of time an employee is given off work to attend examinations, on approved courses of study.

Full - Time Equivalent (FTE): measures an equivalence to full-time working hours. Example: If an employee works a 5-day week, the FTE is 1, if an employee works a 2-day week, the FTE is 0.4.

Head of Department means the Head of an academic Department/School or the Head of an administrative Department to which the employee is assigned.

Nominee: shall be understood to mean the person to whom the Head of Department has nominated in their place to carry out the role under this policy, as if they were the Head of Department.

Pro-rata: shall be understood to mean in proportion to the whole entitlement and will be based on the individual employee's contract of employment.

Study Leave: is defined as a period of time an employee is given off work to prepare for examinations/assignments for a course related to their role

For further information on the NFQ, please view [https://www.qqi.ie/Articles/Pages/National-Framework-of-Qualifications-\(NFQ\).aspx](https://www.qqi.ie/Articles/Pages/National-Framework-of-Qualifications-(NFQ).aspx)

Section One

1. Policy Statement

Maynooth University provides paid study and examination leave to employees who wish to undertake an approved course of study.

2. Policy Scope

This policy applies to employees of Maynooth University who wish to pursue a **part-time course** of study from level 6 to level 10 on the National Framework of Qualifications (NFQ) and wish to request study and/or examination leave for that course.

The course does not need to be an approved course under the Education Support Policy, it may be a course broadly relevant to the employee's role which requires study leave as set out in this policy.

3. Policy Terms & Conditions

- 3.1 The employee must have completed a minimum of 12 months continuous employment before they apply for leave under this policy.

- 3.2 The employee must have a contract of employment that extends beyond the course of study.
- 3.3 For those employees who are not completing a course approved under the Education Support Policy, the approval for study leave will be based on the relevance of the course to their role and their workload obligations. Employees are required to ensure their current workload is not adversely impacted by the commitment required in undertaking the study leave. This should be decided in conjunction with the Head of Department or their nominee.
- 3.4 Paid examination leave will not normally exceed half a day per examination and will be granted only when the examination takes place during assigned working hours¹. Time for travel to and from the exam centre should be considered in addition to the duration of the exam if this exceeds a half day.
- 3.5 In the case of repeat examinations, paid leave will be granted for one repeat attempt only, per examination.
- 3.6 An official examination timetable must be provided to the Head of Department or their nominee with every application for study leave and/or examination leave, if requested.
- 3.7 Paid study leave is granted for modules that are assessed by examination or assignment, per academic year of the course concerned.
- 3.8 Paid study leave is applied pro-rata, based on the employee's hours of employment.
- 3.9 Paid study leave is granted as follows:

NFQ Level Course	Course Type or equivalent	Maximum Study Leave entitlement per course
Level 6	Advanced Certificate Higher Certificate	Up to 5 days in total
Level 7	Ordinary Bachelor Degree	Up to 10 days in total
Level 8	Honours Bachelor Degree Higher Diploma	Up to 10 days in total
Level 9	Masters Degree Post-Graduate Diploma	Up to 10 days in total
Level 10	Doctoral Degree Higher Doctorate	Number of days to be determined on an individual basis by the Head of Department and HR.

- 3.10 An employee who is subject to a current disciplinary sanction will not ordinarily be eligible to benefit under this policy for the purposes of study leave. In such instances, advice from Human Resources should be sought prior to an application for support being made under this policy. If a performance and/or conduct issue arises during the period of study, these supports may be withdrawn, if in the opinion of Human Resources, the circumstances warrant same.
- 3.11 Retrospective applications for any part of the course completed will not be permitted under this policy. If a course has already commenced, it is possible to apply for study leave for the remainder of the course on a proportionate basis, provided you meet the criteria of the policy.

¹ In the event of an employee having a written contractual entitlement greater than this policy, they will be permitted to take what is contracted to them for examination leave.

Section Two

4. Roles and Responsibilities

4.1 Employee

The employee is responsible for:

- 4.1.1 Discussing the requirement for paid study and examination leave with the Head of Department or their nominee in advance of commencing the course.
- 4.1.2 Providing their Head of Department or their nominee with an examination timetable and list of modules requiring examination/assignment when applying for study/examination, if requested.
- 4.1.3 Applying for study and/or examination leave through the Employee Self Service (ESS), when the modules requiring examination or assignment are available to the employee, so maximum notice is provided.
Those not currently on the ESS for the recording of leave should apply for paid study and examination leave as per annual leave applications and notify learning.development@mu.ie of study/examination application for information purposes.

4.2 Head of Department

The Head of Department or their nominee is responsible for:

- 4.2.1 Discussing any study/examination leave required with the employee and if the course of study is relevant to their role (for courses not already approved under the Education Support Policy).
- 4.2.2 If approving the study/examination leave recording the leave through the ESS in a timely manner and in advance of the required date for the leave.
- 4.2.3 If declining the leave, please speak to Human Resources in advance of informing the employee (learning.development@mu.ie).

5. Monitoring and Review

The Director of Human Resources or their nominee will monitor the application of the policy. The policy shall be reviewed after a period of 3 years.

Effective Date: 15th May 2020

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