



# UNIVERSITY OF TASMANIA

## STUDY LEAVE POLICY AND PROCEDURES

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## **POLICY**

### **1. Purpose and Aims of Study Leave**

The Mission Statement of the University identifies its commitment to excellence in the creation, preservation, communication, and application of knowledge and to scholarship that is international in scope but which also reflects the distinctiveness of Tasmania and services the needs of its community.

The purpose of Study Leave is to provide academic staff members with the opportunity to carry out sustained research or teaching development in order to maintain and enhance the quality of the University's research and teaching and so contribute to its Mission.

Study Leave is a period of release from normal duties to engage in research or to undertake a project related to teaching, which will benefit both the individual and the University in its advanced teaching functions and its capacity for scholarship and creativity.

Participation in a Study Leave program is not an automatic entitlement but is based on the needs of the University, the nature of the proposed program and the capacity of the staff member to make effective use of the Study Leave period.

The University can reasonably expect that a staff member's participation in a Study Leave program will result in research output and/or teaching improvements, in accordance with the approved plan. In the absence of such evidence the University, with no acceptable mitigating circumstances, is entitled to conclude that further investments in Study Leave are unlikely to stimulate genuine academic effort in these staff members.

### **2. Definitions**

Where a staff member is employed within an Administrative Division rather than a Faculty, any reference in this policy or these procedures to Head of School shall read to mean Head of Section, any reference to Dean shall read to mean Head of Division. Decisions that would be made by a Faculty Study Leave Committee shall be made by the Head of Division.

### **3. Criteria for Evaluating Applications**

3.1 The granting of Study Leave will be competitive and based on:

- (i) successful completion of previous program(s), where applicable;
- (ii) proven record of productivity or considerable demonstrated potential, in the following two areas, although an application for Study Leave in one area is acceptable:
  - (a) scholarship and research, as evidenced by the quality and number of publications and/or, where applicable, other creative achievement; and
  - (b) teaching and teaching development contribution;
- (iii) the academic appropriateness of the proposal which will enhance the performance of the academic beyond normal academic activities and with measurable outcomes;
- (iv) consistency with School and Faculty Strategic Plans; and

- (v) support of the Head of School and assurance of School functioning during absence.

#### 4. Eligibility and Length of Study Leave Program

- 4.1 Subject to 4.2, all full-time and part-time members (refer to Clause 6.1) of academic staff who hold ongoing or fixed-term appointments are eligible to apply for Study Leave in accordance with this policy. Fixed-term staff must have appointments of sufficient duration to enable them to return to normal duties at the University of Tasmania and serve for a period at least equivalent to the period of Study Leave.
- 4.2 Eligibility to apply for Study Leave arises after the staff member has served a minimum of six complete academic semesters, excluding Summer Sessions, from:
  - (i) date of commencement of employment, including recognised prior service, until the proposed date of commencement of Study Leave (in the case of a staff member who has not previously been granted a period of Study Leave with the University of Tasmania); or
  - (ii) date of return to duty from the last period of Study Leave until the proposed date of commencement of study leave (in the case of a staff member who has previously been granted a period of Study Leave with the University of Tasmania).
- 4.3 Unless there are exceptional circumstances, the maximum period of a Study Leave program should not be more than 12 months. Subject to Clause 6, the period of Study Leave that may be requested will vary according to the length of service, as follows:

<b>SEMESTERS OF SERVICE FOR THE PURPOSES OF CLAUSE 4.2 (i) or (ii) (EXCLUDING SUMMER SESSIONS)</b>	<b>MAXIMUM PERIOD OF LEAVE (MONTHS)</b>
6	6
8	8
10	10
12	12

Study Leave available to be taken by the staff member (but not required to be taken as part of the study leave program) does not accrue for use in future study leave programs.

- 4.4 Eligibility does not accrue during an absence on leave without pay, where the absence is for a discrete period of greater than 20 working days.
- 4.5 Study Leave must be arranged so as to cause minimum disruption to the functioning of the School. Where staff members are not required to teach in summer semester programs the period of study leave should normally include the months of December, January and February and staff members may be required to include these months in their period of Study Leave.
- 4.6 Applications will not be considered if any reports from a previous period of Study Leave are outstanding or whilst the Study Leave Report is considered to be unsatisfactory by the Faculty Study Leave Committee.

- 4.7 Failure to follow requirements of the Study Leave Policy and Procedure shall affect future Study Leave eligibility.

## **5. Recognition of Service Elsewhere**

- 5.1 Service at Academic Level B and above at other Australian universities will count as qualifying service for study leave eligibility purposes, provided that:
- (i) the service was paid full-time service;
  - (ii) the service did not count as qualifying service towards study leave which was taken at that other university; and
  - (iii) there was not more than two months gap between the cessation of employment with that other university and commencement of employment with the University of Tasmania.

## **6. Part-time Staff Members**

- 6.1 Part-time staff members shall be eligible to apply for Study Leave provided that they are employed at least 60% of full-time. Applications from part-time staff who are employed for less than 60% of full-time may be considered by the Dean on the recommendation of the Head of School.
- 6.2 Study Leave shall be taken by part-time staff at their usual employment fraction unless prior approval has been given to vary the employment fraction in accordance with procedures contained in the current, or subsequent, Academic Staff Agreement.

## **7. Study Leave Allowance**

- 7.1 A staff member who is undertaking a period of Study Leave outside of Tasmania shall normally be paid a Study Leave Allowance towards the cost of his/her travel and accommodation/living expenses.
- 7.2 The Study Leave Allowance is to provide financial assistance to staff members to meet reasonable necessary expenditure for travel and accommodation/living costs during a Study Leave program. Equipment items (such as laptop computers, cameras etc) shall not be purchased through a Study Leave Allowance but where such items are a necessary component of the Study Leave program the items may be hired or provided on a loan basis by the School or Faculty.
- 7.3 Staff members shall be responsible for any incidental expenses and the cost of meeting legal obligations associated with a Study Leave program, such as the costs of obtaining a passport.
- 7.4 Additional financial assistance may be available to staff with family responsibilities where the staff member's spouse and/or dependant children accompany the staff member on a period of Study Leave outside of Tasmania. A spouse and/or each dependant child must accompany the staff member for a continuous period of not less than 13 weeks during the period of Study Leave in order for the staff member to be eligible for additional financial assistance.

- 7.5 Deans will approve Study Leave Allowances and will ensure that funds are allocated effectively and equitably. The decision to pay a Study Leave Allowance, and the amount of such an allowance, shall be made by the Dean based on the Faculty resources allocated for this purpose.
- 7.6 The Dean will take into account any additional income and/or other financial assistance, from University and/or external sources, which are to be received by the staff member during the Study Leave program. This shall include financial assistance paid from University consultancy accounts and/or the School Development Fund. All funds allocated to staff members for study leave from University and/or external sources should be set out and itemised in the relevant study leave documentation.
- 7.7 The combined value of the Study Leave Allowance and other University financial support must not exceed the estimated expenditure for the proposed Study Leave program.
- 7.8 The Staff Development Committee will monitor Study Leave Allowances for equity concerns.
- 7.9 The Study Leave Allowance will be paid directly to the staff member through payroll and will be recorded on the employee's group certificate as an allowance and is subject to Pay As You Go (PAYG) withholding tax.

## **8. Use of other Leave**

- 8.1 All types of leave to be taken in conjunction with Study Leave must be declared on the application form, eg annual leave, long service leave, or leave without pay.
- 8.2 During the period of Study Leave, staff members are required to take at least the amount of annual leave that accrues during the Study Leave period as part of the approved Study Leave program; i.e. the period of annual leave forms part of the eligible period of study leave and is not in addition to the eligible period of study leave. Annual leave accrued during a period of study leave will not be available for carry-over to the following year except in exceptional circumstances where the Head of School may approve a carry-over of annual leave if, due to the nature of the study leave program, there was insufficient opportunity for leave to be taken.
- 8.3 The period of Study Leave shall include all minor periods of illness or injury that do not of themselves constitute a significant obstacle to the achievement of the program's objectives.
- 8.4 Where an illness or injury prevents the staff member from carrying out a significant part of the proposed program, he/she may apply to the Dean for an extension of time, or a credit of Study Leave eligibility, equivalent to the period of sick leave. Such an application shall include supporting medical evidence and be subject to the needs of the School.

## **9. Requirement to Return following Study Leave**

- 9.1 There is a requirement for a staff member to return to work at the completion of a Study Leave program.

Where, after commencing the Study Leave program, the staff member decides that they do not wish to return, he/she shall inform the Dean in writing, as soon as possible, of his/her intention not to return from Study Leave or that he/she will not be returning to normal duties for a period at least equivalent to the period of Study Leave.

- 9.2 A staff member who does not return to normal duties or returns for a period that is less than the period of Study Leave will submit a *Study Leave Report* comprising a minimum of Part A – Confidential Information regarding Leave Period Accountability and Part B - Summary for Public Information Purposes.
- 9.3 A staff member who has taken Study Leave and fails to return to normal duties, or returns for a period that is less than the period of Study Leave, or fails to submit the minimum requirements of the *Study Leave Report* may be required to repay to the University all or a portion of salary, other allowances, and Study Leave Allowance.
- 9.4 The Dean will determine the amount to be repaid, normally calculated on a pro rata basis, and negotiate conditions relating to repayment of salary and allowances, including the Study Leave Allowance.
- 9.5 Should repayment by a staff member be required, repayment will be by salary deduction in accordance with the current, or subsequent, Academic Staff Agreement. In cases where there are no outstanding, or insufficient, monies to be paid through payroll, a Debtor's Invoice shall be raised by Financial & Business Services.

## **10. Effect of Study Leave Absences on other Conditions of Employment**

- 10.1 An absence on a Study Leave program does not affect accrual of annual leave, long service leave and sick leave entitlements.
- 10.2 Staff members must maintain their normal superannuation contributions during periods of Study Leave.
- 10.3 A staff member who is absent on Study Leave program for a period greater than 6 months in an academic year will not be required to prepare a Performance Management Plan or Performance Review for that year. The *Study Leave Application* and *Study Leave Report* will serve to replace the Performance Management Planning & Review Form for that year.
- 10.4 In cases where a staff member is on probation, the period of Study Leave may be considered to be part of the probationary period or the probationary period may be extended by a period equivalent to the period of Study Leave. Consultation between the staff member and the Head of School and Dean shall take place to enable a decision to be made by the Dean prior to approval of the Study Leave Application. Should there not be agreement between the staff member, Head of School and Dean about the effect of the Study Leave on the probationary period, the Dean shall call upon the Faculty Academic Performance Committee to meet and consider the matter.

## **11. Salary Payment**

- 11.1 A staff member will continue to receive his/her normal salary whilst undertaking Study Leave.

- 11.2 A staff member may request a lump sum prepayment for a part or whole of the period of the approved Study Leave program and associated leave, up to a maximum of six months. The payment will be the net salary after deduction of PAYG withholding tax and salary deductions.

## **12. Private Consultancies or Outside Employment**

- 12.1 A staff member must obtain approval before engaging in any private consultancies and/or outside employment during a period of Study Leave.
- 12.2 Private consultancies and/or outside employment may be undertaken during periods of leave without pay provided the required approvals are obtained as required by the University's *Consultancy Policy*.
- 12.3 The policy and procedure to be followed in relation to private consultancies, including the appropriate form, is contained in the University's *Consultancy Policy* which is available through the Human Resources website at: [www.admin.utas.edu.au/hr/policies/consult\\_policy.pdf](http://www.admin.utas.edu.au/hr/policies/consult_policy.pdf)
- 12.4 The policy and procedure to be followed in relation to outside employment is contained in the University's *Avoiding Conflicts of Interest Policy*. A copy of the policy is available from the HR Website at: [www.admin.utas.edu.au/hr/policies/policies.html](http://www.admin.utas.edu.au/hr/policies/policies.html). A copy of the form to be used for seeking approval is available from the HR Website at: [www.admin.utas.edu.au/hr/forms/external\\_appts.pdf](http://www.admin.utas.edu.au/hr/forms/external_appts.pdf)
- 12.5 Details of any additional income and/or financial assistance must be included on the *Application for Study Leave Form* and on the *Notification to Commence Study Leave and Study Leave Allowance Form*.
- 12.6 Additional income and/or other financial assistance from private consultancies or outside employment, which are to be received by the staff member during the Study Leave program, must be taken into account when determining the amount of Study Leave Allowance payable.
- 12.7 Staff members who earn additional income, or are otherwise financially supported whilst on Study Leave, and fail to disclose this information may be required by the Dean to repay to the University all or a portion of the Study Leave Allowance.

## **13. Payment of Travel and Accommodation/Living Expenses**

- 13.1 The staff member will pay all related Study Leave costs directly.
- 13.2 The University will arrange for the University's travel providers to make discounts, equivalent to those received by the University, available to the staff member.
- 13.3 In special circumstances, a Study Leave related expenditure may be approved on a University account in advance of payment of a Study Leave Allowance. In these special cases, the Head of School, or Dean, authorising such expenditure is responsible for contacting Financial & Business Services to arrange the raising of a Debtor's Invoice for the advanced amount. A copy of this invoice must be forwarded to the staff member and to the Secretary of the relevant Faculty Study Leave Committee.

## 14. Workers' Compensation

- 14.1 Whilst staff are undertaking activities associated with their approved Study Leave program, they will be covered by the University of Tasmania workers compensation policy for the duration of those activities.
- 14.2 Part-time staff members are required to complete a travel diary, which indicates dates and times worked during an approved Study Leave program

## 15. Travel Insurance

- 15.1 Staff members will be covered by the University's travel insurance policy for authorised travel or travel incidental to an approved Study Leave program in accordance with the University's travel insurance policy which is available from the Financial & Business Services website at: [http://www.utas.edu.au/docs/fin\\_services](http://www.utas.edu.au/docs/fin_services)
- 15.2 If a staff member is on Study Leave and travelling for a period of longer than 180 days then the University will be required to take out separate travel insurance for the whole period in respect of the staff member. The staff member shall in the first instance obtain a quotation from the University's insurance provider through Financial & Business Services and then the staff member shall obtain approval from his/her Head of School who shall, as appropriate, provide authorisation for the cost of additional travel insurance.
- 15.3 The staff member shall be responsible for any additional insurance required in respect of any family members accompanying the staff member during a Study Leave program.

## 16. Reports

- 16.1 Staff members shall submit a Study Leave Report (parts A, B and C) within 60 calendar days of returning to normal duties.
- 16.2 If a Study Leave Report is not received within 60 calendar days of return to normal duties, the staff member will be notified by the Head of School that unless a report is received within a further 30 calendar days (ie 90 calendar days after the staff member has resumed duty), and in the absence of any mitigating circumstances, the staff member may be considered to be in breach of this Policy's reporting requirements and may be subject to disciplinary action under the current, or subsequent, Academic Staff Agreement and the University may exercise a right to recover part or all of the Study Leave Allowance.
- 16.3 As previously provide by Clause 9.3, a staff member who fails to submit the minimum requirements of the *Study Leave Report* may be required to repay to the University all or a portion of salary, other allowances, and Study Leave Allowance.

## 17. Review of Decisions

If there is a dispute about decisions of the Dean or Faculty Study Leave Committee the staff member concerned may refer the dispute to the Deputy Vice-Chancellor for resolution. The decision of the Deputy Vice-Chancellor shall be final.

## PROCEDURES

### 1. Outline of Process and Timeline

<b>31 March</b>	Applications are made to the Head of School on Part A of the <i>Application for Study Leave Form</i> .
<b>30 April</b>	Head of School completes Part B, ranks each application against others from within the School, and forwards application to the Secretary, Faculty Study Leave Committee.
<b>31 May</b>	Faculty Study Leave Committee assesses <i>Applications for Study Leave</i> . The Committee evaluates each application according to the criteria on Part C and provides recommendation to the Dean.
<b>30 June</b>	<p>Dean makes decisions on application based on the recommendation of the Faculty Study Leave Committee.</p> <p>Dean informs all applicants and Heads of School of decision and provides a copy of Parts B - D of <i>Application for Study Leave</i>. Successful applicants are provided with a letter of invitation to undertake study leave.</p> <p>Dean forwards all applications (whether successful or not) to the Secretary, Staff Development Committee, along with notice of unsuccessful applications and reasons for non-approval.</p>
<b>8 weeks prior to leave</b>	Staff member completes a <i>Notification to Commence Study Leave and Study Leave Allowance Form</i> to enable processing for prepayment of salary and payment of a Study Leave Allowance, if applicable.
<b>On return from leave</b>	Staff member submits a <i>Study Leave Report</i> (Parts A – C) within 60 calendar days to the Secretary, Faculty Study Leave Committee.
	Secretary, Faculty Study Leave Committee arranges for review of <i>Study Leave Report</i> and comments by the Head of School at Part D.
<b>31 May</b>	Faculty Study Leave Committee meets to review <i>Study Leave Report</i> and provides an evaluation at Part E.
<b>30 June</b>	<p>Dean provides comments at Part F on Study Leave program taking into consideration the evaluation by the Faculty Study Leave Committee.</p> <p>Dean provides staff member and Head of School with a copy of Parts D - F of <i>Study Leave Report</i>.</p>
<b>31 August</b>	Dean submits the original of the <i>Study Leave Report</i> and any related documentation to the Secretary, Staff Development Committee.

## **2. Applications for Study Leave**

2.1 Applications should be made to the Head of School on Part A of the *Application for Study Leave Form* normally no later than 31 March, for study leave to be commenced:

- (i) in the following calendar year; or
- (ii) in December of the year of application.

Where the Head of School is not the direct supervisor the staff member applying for study leave should consult with their direct supervisor in the first instance about the proposed study leave program.

2.2 The Head of School will complete *Part B – Recommendation of Head of School*, rank each application against others from within the School, and forward to the Secretary, Faculty Study Leave Committee no later than 30 April.

2.3 The Faculty Study Leave Committee shall meet prior to 31 May and assess each *Application for Study Leave*. The Committee will evaluate each recommended applicant against:

- (i) the criteria for Study Leave (included at Part C);
- (ii) the other recommended applications; and
- (iii) according to the School ranking.

The Committee will record its evaluation of the applications and submit the *Application for Study Leave Forms* to the Dean.

2.4 The Dean makes decisions on applications based on the recommendation of the Faculty Study Leave Committee. The Dean will also determine Study Leave Allowances. The Deans decision is recorded at Part D.

2.5 The Dean will inform applicants and Heads of School of the decisions, and for successful applicants, provide a letter of invitation to undertake Study Leave.

2.6 The Dean will forward the original of Study Leave Applications (Parts A – D) and related documentation for all applicants (whether successful or not) to the Secretary, Staff Development Committee, along with notice of unsuccessful applications and reasons for non-approval no later than 30 June.

2.7 A copy of The Study Leave Applications (Part A, sections 1-5) shall be tabled at a meeting of the Staff Development Committee.

2.8 The original of the *Study Leave Application* and related documentation will be placed on the personal file of each applicant (whether successful or not) by Human Resources. A copy should be retained by the Faculty office.

## **3. Variation to an Approved Program**

3.1 A staff member shall not make any significant changes to an approved Study Leave program without first obtaining written approval from the Dean.

- 3.2 Details of any variations to approved Study Leave Applications must be submitted to the Head of School as soon as possible, and in all cases prior to the commencement of Study Leave. The Head of School will make a recommendation to the Dean for consideration.
- 3.3 Where such variations may increase the amount of Study Leave Allowance, the Dean shall decide, in light of funds available, whether the Study Leave Allowance can be increased.
- 3.4 Where such variations may decrease the amount of Study Leave Allowance, the Dean shall determine the revised level of financial assistance to be made available to the staff member.
- 3.5 The Dean will advise the staff member and Head of School in writing of the outcome of a request to vary a Study Leave program, including the revised amount of Study Leave Allowance if appropriate.
- 3.6 A copy of such correspondence and related outcomes is to be forwarded, by the Dean, to the Secretary, Staff Development Committee.
- 3.7 Failure to seek approval of significant changes to an approved Study Leave program shall affect future Study Leave eligibility.

#### **4. Notification to Commence Study Leave and Study Leave Allowance**

- 4.1 The staff member must submit a *Notification to Commence Study Leave and Study Leave Allowance Form* a minimum of 8 weeks prior to commencing leave to enable timely processing for prepayment of salary and payment of a Study Leave Allowance, if applicable.
- 4.2 The staff member will include the details of final approved itinerary, details of approved leave, details of additional income and/or other financial assistance, and final estimated expenditure details. The staff member shall sign the form agreeing to abide by both the conditions of the Study Leave program as identified in his/her application and this policy.
- 4.3 The staff member shall also indicate at Part A, section 5 of the form, any appropriate details in respect to payment of a Study Leave Allowance, whether or not he/she intends to submit a *PAYG income tax variation* and whether prepayment of salary is required.
- 4.4 The Study Leave Allowance may be varied where there are changes to the Study Leave program or through consideration of additional income and/or other financial assistance reported by the staff member.
- 4.5 The Dean will forward the original of the *Notification to Commence Study Leave and Study Leave Allowance Form* and related documentation to the Secretary, Staff Development Committee. The Dean will arrange for copies to be forwarded to the staff member and Head of School.
- 4.6 The Secretary, Staff Development Committee will arrange for Human Resources to initiate prepayment of salary and payment of Study Leave Allowance, as appropriate.

## 5. Taxation Implications

- 5.1 Staff members should seek their own taxation advice, early in the application stage, regarding the Study Leave Allowance and claiming relevant deductions on their personal taxation return.
- 5.2 Staff members must understand and observe the Australian Taxation Office's requirements for the substantiation and record keeping of expenses.
- Special attention will need to be paid to private travel undertaken in conjunction with an approved Study Leave program.
- 5.3 The University will not require a travel diary for full-time members of staff but the staff member may need a diary to substantiate their claims for deductions against the Study Leave Allowance. Part-time staff members are required to complete a travel diary in accordance with Clause 14.2 of the Study Leave Policy. A travel diary pro forma is accessible through the Human Resources website at:  
[www.admin.utas.edu.au/hr/forms/study\\_leave\\_trav\\_diary.html](http://www.admin.utas.edu.au/hr/forms/study_leave_trav_diary.html)
- 5.4 The Study Leave Allowance will be paid directly to the staff member through payroll and is subject to PAYG withholding tax, in the majority of cases this will be at the highest marginal rate, currently 48.5%. However, the staff member may apply to the Australian Taxation Office, through a *PAYG income tax withholding variation (ITWV)*, to vary the amount that the University is required to withhold from the Study Leave Allowance. A successful variation would, in a case where a Study Leave Allowance will be expended in full, allow the University to pay the Allowance without PAYG withholding tax being deducted.
- 5.5 It is the staff member's responsibility to submit the *PAYG income tax withholding variation* and obtain the variation approval from the Australian Taxation Office in sufficient time, prior to being paid the Study Leave Allowance (the Australian Taxation Office currently undertake to process Applications for Variation within 28 days of receipt). The last date for lodgement of a PAYG income tax variation is normally 15 May of each year.
- 5.6 A *PAYG income tax variation* form can be obtained from the Australian Taxation Office or is accessible through the Human Resources Website at  
[www.admin.utas.edu.au/hr/forms/forms.html](http://www.admin.utas.edu.au/hr/forms/forms.html)

## 6. Study Leave Reports

- 6.1 Staff members shall submit a *Study Leave Report* within 60 calendar days of return to normal duties. The *Study Leave Report* with Parts A, B and C completed by the staff member shall be forwarded to the Secretary, Faculty Study Leave Committee who will arrange for review and comments by the Head of School, Faculty Study Leave Committee and the Dean.
- 6.3 The Head of School shall comment, at *Part D – Head of School Comments* of the *Study Leave Report*, on the extent to which the objectives of the Study Leave program have been achieved and is to identify, and/or confirm, the benefits gained for the University.

- 6.4 The Dean shall request the Faculty Study Leave Committee to meet by 31 May and review *Study Leave Reports* that have been received, and any additional documentation including further explanation by staff members, and to provide an evaluation at *Part E – Evaluation by Faculty Study Leave Committee*.
- 6.5 Following evaluation by the Faculty Study Leave Committee, the Dean shall make comment, at *Part F – Endorsement by Dean of the Study Leave Report*. The Dean shall note any concerns regarding changes to the Study Leave program and financial accountability, particularly related to possible overpayment of the Study Leave Allowance. The Dean may notify the staff member of concerns and seek further explanation. The Dean shall comment on the Study Leave program, taking into consideration the evaluation by the Faculty Study Leave Committee.
- 6.6 The Dean shall provide the staff member and Head of School with a copy of Parts D, E and F of the *Study Leave Report* by 30 June.
- 6.7 The Dean will submit the original of the *Study Leave Report (Parts A - F)* and any related documentation to the Secretary, Staff Development Committee by 31 August.
- 6.8 At any stage in this process the Study Leave Report may be returned to the staff member for revision.
- 6.9 If a Study Leave Report is not received within 60 calendar days of return to normal duties, the staff member will be notified by the Head of School that unless a report is received within a further 30 calendar days (ie 90 calendar days after the staff member has resumed duty) and in the absence of any mitigating circumstances, the staff member may be considered to be in breach of this Policy's reporting requirements and may be subject to disciplinary action under the current, or subsequent, Academic Staff Agreement.
- 6.10 Human Resources will place the original of the *Study Leave Report* on the staff member's personal file. A copy of Part B will be made available for reporting and public relations purposes and a copy of Part B and Part C will be publicly available through the University Library. A copy of Part B and Part C will be tabled at a meeting of the Staff Development Committee.

## **7. Forms**

- 7.1 All documents are available from Human Resources and can be accessed from the Human Resources Website at: [www.admin.utas.edu.au/hr/forms/forms.html](http://www.admin.utas.edu.au/hr/forms/forms.html) under Academic Study Leave.

## **8. Contact Details**

- 8.1 Faculty and Human Resources contacts are available from the Human Resources website at: [www.admin.utas.edu.au/hr/staff/staff\\_devel.html](http://www.admin.utas.edu.au/hr/staff/staff_devel.html)