**Study Leave - Teaching Service**

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**Overview**

Study leave with or without pay may be granted to employees in the teaching service. Study leave is one of a range of professional learning options covering both formal and informal training and resources for employees in the teaching service to build the capacity of the workforce to improve student learning outcomes. Information about other professional learning options is available at: [Professional Development](https://www.education.vic.gov.au/school/teachers/profdev/Pages/default.aspx)

The purpose of study leave is to enable an employee to pursue a course of studies or training or to undertake research which would improve the potential of the employee to serve the State in the teaching service.

Study leave may be granted where classes are not available outside normal working hours, for attendance at lectures, seminars and tutorials or other course requirements.

Study leave is generally not granted where the study can be undertaken outside business hours, however, in special circumstances, leave may be granted for attendance at classes held during working hours even when such classes are available outside normal hours of duty. Special circumstances would include situations such as an unavoidable clash in night lectures or pressing family and/or carer responsibilities.

The principal of each school is responsible for determining study leave applications from assistant principals, teachers and education support class employees in their school. The Regional Director is responsible for determining study leave applications from principals in their Region.

Applications for study leave should include details of the course to be undertaken, a copy of the course timetable and details of the leave requested.

Details of the leave approved and ongoing review requirements should be documented and provided to the employee prior to the commencement of the study leave.

Ongoing review requirements must include provision for an employee to satisfy their principal or regional director that satisfactory progress is being made in the course of study.

Should the delegate form the view that that the employee is no longer participating in the course of study, or is making insufficient progress, study leave approval may be withdrawn subject to sufficient notice being given.

Where a principal has approved study leave for an employee that includes a practicum component, the principal may consider one or more of the following options to cover the employee's absence:

* internal coverage by arrangement within the school;
* a temporary exchange with an employee from another school;
* employment of a casual replacement or an employee on a fixed term basis.

Study leave granted with or without pay under clause 6.18.1(2) of Ministerial Order 1038 is recognised as service for all purposes.

**Unpaid Study Leave**

Applications for unpaid study leave are considered having regard to the following criteria:

* relevance of the study or research to the priorities of the school/Department;
* relevance of the study or research to the present or future duties of the applicant;
* the staffing needs of the school can accommodate the proposed study leave.

**Paid Study Leave**

Applications for paid study leave are considered having regard to the following criteria:

* relevance of the study or research to the priorities of the school/Department;
* relevance of the study or research to the present or future duties of the applicant;
* the study or research can be accommodated within the available budget;
* the staffing needs of the school can accommodate the proposed study leave.

**Examinations**

Paid leave may be granted to an employee to attend an examination associated with a course of study. Leave may be granted for the full day when the examination is in the afternoon and for a half-day when the examination is held in the morning.

**Graduation**

Paid leave may be granted to an employee to attend graduation or conferring ceremonies when they have qualified for degrees or diplomas from a university. The period of leave granted should take into account the time of the ceremony and travel requirements.

**Leave without pay**

Where an application for study leave does not satisfy the criteria set out above, the employee may wish to make an application for leave without pay under clause 6.18.1(1) of Ministerial Order 1038. In this case the period of leave without pay will not count as service.

Teaching Service | [Public Service](https://www.education.vic.gov.au/hrweb/employcond/Pages/studylvePSS.aspx)

**Other Resources**

**Procedures & Forms**

The following applies in relation to applying for leave:

* Applications for leave should be submitted through Employee Self Service (ESS).  Select the following link for more information [ESS eduPay](https://www.education.vic.gov.au/hrweb/Pages/eduPay-help.aspx)
* An application will need to be made in writing where an employee is unable to access or use ESS or wishes to amend/delete leave submitted through ESS and approved on eduPay.
* Application for Study and Related Leave  ([WORD](https://www.education.vic.gov.au/hrweb/Documents/Application_for_Study_and_Related_Leave.docx))

**Legislation**

* [Legislation](https://www.education.vic.gov.au/hrweb/employcond/Pages/legislat.aspx)
* [Industrial Awards](https://www.education.vic.gov.au/hrweb/employcond/Pages/awards.aspx)
* [Industrial Agreements](https://www.education.vic.gov.au/hrweb/employcond/Pages/certagree.aspx)
* [Ministerial Orders](https://www.education.vic.gov.au/hrweb/employcond/Pages/tso.aspx)
* [Delegations](https://www.education.vic.gov.au/hrweb/Pages/resources/deleg.aspx)

**Related Topics**

* [Leave without pay](https://www.education.vic.gov.au/hrweb/employcond/Pages/lwop.aspx)

[Contact Information](https://www.education.vic.gov.au/hrweb/Pages/contactus.aspx)