

## **STUDY LEAVE GUIDELINES**

(A) A member of staff who has been accepted by an accredited university or college, to pursue a course of full time study, may be granted study leave on the following conditions

1. the employee should have a minimum of three years' permanent service;
2. the course of study should be directly related to the work of the Institute of Jamaica;
3. the course should not be offered part-time in Jamaica;
4. the Head of Division should recommend the study leave; and
5. Council approves the granting of the study leave.

Officers applying for full-time study leave in respect of undergraduate studies at any of our local universities should have successfully completed the first year of the programme on a part-time basis, or expect to do so prior to the commencement of the study leave period.

- (B) The number of persons to whom study leave may be granted at the same time shall not exceed ten percent (10%) of the total number of eligible staff in the division based on the availability of funds and the ability of the division to function without the member of staff. (Eligible staff will include the total number of persons in the division who may be accepted by an accredited university or college.)
- (C) A member of staff who wishes to proceed on study leave should advise Head of Division in writing of his/her intent six months prior to the commencement of the course.
- (D) Approval must be granted from Council prior to proceeding on the course. Persons who were granted approval to proceed on the masters & doctoral programme will be required to confirm their acceptance into the doctoral programme one month before the commencement of the doctoral programme.
- (E) An application for submission to Council should contain details of the proposed course of study, and should be accompanied by evidence of acceptance by the institution in which the member of staff intends to pursue the course.
- (F) Persons must resume duties for at least one year before proceeding on further course of study unless permission was granted for the joint masters and doctoral programme.
- (G) A member of staff who has been granted study leave will be required to sign a loan/bond agreement. The bonding period will be in accordance with government regulations.

<b>Salary and/or Course Cost</b>	<b>Period of Service</b>	<b>No. of Guarantors Required</b>
Below \$300,000.00	No Bond	
\$300,000.00 - \$499,999.00	Two (2) years' service	One (1) guarantor
\$500,000.00 - \$999,999.00	Three (3) years' service	Two (2) guarantors
\$1,000,000.00 - \$1,999,999.00	Four (4) years' service	Three (3) guarantors
\$2,000,000.00 and over	Five (5) years' service	Three (3) guarantors

Course cost will include salary and allowances paid during the study leave period.

- (H) Interest rate on loans will be calculated at a rate of twenty-five (25%) at the time of signing the Loan Agreement and will be applicable at the time of repayment, at simple interest.
- (I) Council may cancel the study leave granted to any member of staff:
- (a) whose performance or conduct justifies such cancellation; or
  - (b) who changes his institution or course of study without prior approval from the Council.
- (J) An employee who fails to report for duty without prior approval from Council will be liable to be charged with professional misconduct or have the position declared vacant.
- (K) Council may require that a member of staff on study leave submits to the Institute at the end of each year or at such other intervals as the Council may determine, a report from the institution attesting to his attendance and performance.
- (L) Vacation leave will not be granted before the grant of study leave. All vacation leave will be used for this purpose of calculating the leave with fifty-percent (50%) being granted as recreational leave on return to work.
- (M) Employees who have been granted study leave will receive full pay for the first two years' of their study. All subsequent leave will be no pay leave.<sup>1</sup>

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<sup>1</sup> March 31, 2009