

EXAM LEAVE

Employees undertaking courses of study approved by their Head of Service should be granted special leave with pay for the purpose of taking examinations necessary to complete the course.

Where an examination is of less than 4 hours' duration, a half day's leave should be granted. Employees taking examinations greater than 4 hours should be granted one day's leave. Part-time and job share employees will be credited with their contracted hours of work for that day.

Resit Examinations

No special leave should be granted to employees who are required to resit examinations.

Preparation Leave

Employees entitled to special leave to take examinations should be granted one day's paid leave per examination; part-time and job share employees will be credited with their contracted hours of work for that day. Such leave must be taken prior to the examination which it has been granted for.

No paid preparation leave should be granted for resit examinations.