## UNIVERSITY OF LEICESTER POLICY

### EMPLOYEE STUDY AND TRAINING POLICY

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<tr>
<th>For use in:</th>
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| Dates of Trade Union Consultation | Start: 26 May 2010  
End: 5 November 2010    |
| Date Staffing Policy Committee Approval | 5 November 2010                                  |
| Date Strategy, Policy & Resources Committee Approval | 15 March 2011                                     |
| Launch Date                     | 21 March 2011                                      |
| Review Date                     | March 2012                                         |
EMPLOYEE STUDY AND TRAINING POLICY

1. Introduction

1.1. The University of Leicester recognises the importance of study, training and development. Study, training and development helps members of staff to achieve their individual goals and helps to maintain the University’s position as a leading UK academic institution.

1.2. All members of staff have the statutory right to request time off for study or training. The “Employee Study and Training” Policy and associated Procedure are written in line with the Employee Study and Training Regulations 2010.

1.3. Line managers across the University already support staff to take paid time off to attend staff training and development activities such as courses, workshops and conferences. The Employee Study and Training Policy and associated Procedure do not supersede the existing mechanism for staff to request and take paid time off to attend any training courses co-ordinated by the Staff Development Unit.

1.4. The Employee Study and Training Policy and associated Procedure are intended to provide members of staff with additional opportunity to request time off for study or training that is not provided by the Staff Development Unit.

1.5. The Employee Study and Training policy and procedure is not contractual and does not form part of the terms and conditions of employment.

1.6. Staff will be consulted on changes via the recognised Trade Unions, where the University wishes to amend the Employee Study and Training policy and procedure.

2. Aims of the Policy

2.1. To allow members of staff sufficient opportunity to attend study, training and development activities, achieve their learning and development objectives and to maximise their career aspirations.

2.2. To provide guidance to managers considering requests for time off for study or training, in line with the legislation.

2.3. To promote equal opportunities and to encourage members of staff to actively participate in study, training and development activities.

3. Scope

3.1. This policy applies to all employees of the University with 26 (or more) weeks of continuous service. Some employees aged 18 or under are subject to special laws on education and training and may not be covered by this policy, depending on their age and qualifications. Further information is available from HR.
4. Principles

4.1. The University will consider all formal requests for time off for study or training. Requests will only be refused in line with legislation, when there is a good business reason to do so.

4.2. Allowing sufficient time off to attend study, training and development activities requires careful planning. Line managers will make necessary provisions to ensure that service levels are not compromised as a consequence of training related absences.

4.3. Before a request for time off for study or training will be considered, the request must demonstrate how the training will:

- Help to improve the staff member’s effectiveness; and
- Help to improve the University’s performance.

5. Types of Study, Training & Development

5.1. In line with legislation, a request for time off for training or study may be:

- in an area directly related to the type of work that a member of staff is currently doing;
- in an area that will help the member of staff progress within the University;
- in an area that will allow the member of staff to progress within a different area.

5.2. A member of staff may request to undertake study or training in a variety of formats:

- on the University’s premises or at home;
- training which is undertaken whilst the member of staff is working, for example on-the-job training;
- a course run by a college or other external training provider;
- a course with or without supervision;
- training or a course within or outside the UK.

6. Reasons for declining a request

6.1. In line with legislation, a line manager can reject a request for time off for study or training for one or more of the following reasons (only):

- the study or training would not improve the individual’s effectiveness;
- the study or training would not improve the University’s performance;
- costs;
- it would cause a detrimental (negative) effect on the ability to meet customer demand;
- the individual’s work cannot be reorganised among existing staff;
- additional staff cannot be recruited to cover for the absence;
- it would cause a detrimental impact on the University’s performance and/or quality;
- there is insufficient work during the periods when the member of staff proposes to work;
- it conflicts with planned structural changes.

7. **Cost of training**

7.1. The University is not obliged to meet the costs of the study or training. However, the University will consider this, where requested. A number of factors will be taken into account such as the length and duration of training/study, relevance to current job, return on investment etc.

8. **Salary during study or training**

8.1. The University is not obliged to pay a member of staff for time off work to undertake study or training. Therefore, the University will use its discretion to determine whether time off for study or training will be paid.

8.2. The University may propose that study or training is unpaid or that a member of staff works flexibly.

9. **Not attending a formal meeting**

9.1. Where a member of staff fails to attend a meeting to discuss their study or training request on more than one occasion and without reasonable cause then the University may treat the request as withdrawn.

10. **Contract Variations**

10.1. Where an agreed study or training arrangement requires a change to the terms and conditions of employment, Human Resources will produce the required contract variation letter on the request of a line manager.

11. **Changes to agreed study or training arrangements**

11.1. Members of staff are obliged to inform their line manager, in writing, if they:

- do not commence the agreed study or training;
- stop attending the training or study;
- do anything different to what was agreed regarding the study or training.

11.2. If a member of staff changes their mind about attending the training or study once it has been agreed they should discuss it with their line manager at the earliest opportunity.

11.3. Failure to inform a line manager of changes to an agreed study or training arrangement may be treated as a disciplinary matter.
12. Documentation

12.1. All documentation relating to formal requests for time off for study, training and development will be treated as confidential. Copies will be retained and placed on the staff member’s personnel file.