

S 146/72

10 January 1980

To Each Secretary/Manager

Paid Study Leave for Third Level Examinations

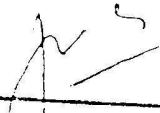
A Chara,

1. I am directed by the Minister for Health to say that he has had under review the arrangements relating to the grant of paid study leave prior to third level examinations.
2. With effect from the current academic year, paid study leave, as follows, may be allowed to permanent officers in respect of third level course examinations, subject to the directions regarding the grant of leave generally and provided the costs can be accommodated within your approved financial allocation:-
 - (a) Officers pursuing, in their own time, primary degree courses may be allowed ten days study leave with pay for the entire period of the course.
 - (b) Officers should be given as much freedom as possible as regards spreading the leave over the various course examinations subject to the condition that a maximum limit of 5 days study leave with pay will apply to each academic year.
 - (c) The arrangements at (a) and (b) will also apply to other third-level courses of education which last for three years or longer. For shorter third-level courses, three days study leave with pay may be allowed for each year of the course, repeat years being excluded.
 - (d) Where arrangements more favourable than the foregoing exist they will continue to apply.
 - (e) Officers pursuing the following courses will be recognised as eligible for study leave:
 - (i) University courses leading to the degrees of Bachelor or Master of Arts or Commerce
 - (ii) the course leading to the Diploma in Administrative Science and the one-year course in Public Administration provided by the Institute of Public Administration
 - (iii) courses in the following subjects

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Accountancy
Business administration
Business studies
Computer science
Economics
General Management
Hospital Administration
Industrial engineering (for Engineers)
Law (for BCL, BL or Diploma in European Law only)
Personnel Management
Public administration
Secretaryship (Institute of Chartered Secretaries)
Sociology
Statistics
Systems analysis

Mise le meas



John Gloster
Personnel Unit.