## **Study leave policy template**

[Organization Name] Study Leave Policy

### **Introduction**

[Organization Name] is committed to supporting the professional development of its employees. This policy outlines the provisions and guidelines for study leave, enabling employees to enhance their skills and knowledge while advancing organizational objectives.

### **Eligibility**

Employees who have completed at least six months of continuous service with [Organization Name] are eligible to apply for study leave. Part-time employees are also eligible, with the duration of study leave adjusted proportionately to their working hours.

### **Types of study leave**

[Organization Name] offers two types of study leave: paid and unpaid. Paid study leave is granted for full-time studies that directly align with the organization's strategic goals. Unpaid study leave may be taken for part-time studies or programs not directly related to job responsibilities.

### **Application and approval process**

Employees must submit a written application to their manager at least 30 days before the start of their study program. The application should include proof of acceptance into a recognized academic institution, course details, and a signed agreement to comply with policy conditions. Managers will review applications based on business needs, job requirements, and available resources. Employees will be notified of approval or denial within 15 days of submission.

### **Duration and frequency**

Paid study leave can last up to 12 months, while unpaid study leave may extend beyond this limit. Employees can take study leave once every three years, with a maximum cumulative duration of 24 months.

### **Reimbursement**

[Organization Name] will reimburse tuition fees and other direct costs upon successful completion of studies, subject to the employee providing original receipts and proof of payment. A maximum amount per year applies, as determined by HR in consultation with Finance.

### **Performance expectations**

During the study leave period, employees are expected to maintain regular communication with their managers and fulfill pre-agreed performance targets. Upon return, employees must complete a debriefing session with their manager, sharing knowledge gained and outlining plans for implementing new skills. Failure to meet these expectations may result in repayment of reimbursed amounts or adjustments to employment terms.

### **Non-completion or unsatisfactory performance**

If an employee does not complete their studies or fails to meet performance expectations, they must refund all reimbursed amounts to [Organization Name]. Exceptions will be considered on a case-by-case basis, taking into account mitigating circumstances and supporting evidence.

### **Conclusion**

By establishing a comprehensive study leave policy, [Organization Name] demonstrates its commitment to investing in its human capital. This policy promotes continuous learning, supports employee development, and fosters a culture of growth and excellence.