



HUMAN RESOURCES APPLICATION FOR TIME OFF FOR STUDY PURPOSES

Time Off for Study Purposes (TOSP) is a paid leave entitlement for eligible staff to use up to a maximum of 75 hours per teaching period for an approved study program. Please refer to [Further Education for Employees Policy](#) for more information.

Applications for Time Off for Study Purposes must be made prior to commencing the course of study.

SECTION 1 - PERSONAL DETAILS

Employee number Family name

First names Ext.

School/SDC

Please indicate if you are:

- Full-time
 Ongoing/Tenured/Tenurable
- Part-time*, **and**
 Fixed-term – specify end date (dd/mm/yy)

* *Time off for study purposes for part-time employees is granted on a pro-rata basis*

SECTION 2 - DETAILS OF COURSE OF STUDY

Name of Institution

Title of course (name of degree/diploma, etc)

Describe how this course of study develops, maintains or improves your employment related skills and knowledge:

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SECTION 3 - ENTITLEMENT

Your entitlement will be based on your FTE and the number of units you complete:

No. of Units	Maximum hours to be allocated per teaching period	Entitlement Calculator	Calculate your entitlement
1	37.5	FTE x 37.5 hours	
2	75	FTE x 75 hours	

Unit details	Start Date (dd/mm/yy)	End Date (dd/mm/yy)	Total teaching weeks (excluding exam period)	Are you attending class weekly?
				Yes <input type="checkbox"/> complete weekly timetable below No <input type="checkbox"/> please book TOSP via ESS
				Yes <input type="checkbox"/> complete weekly timetable below No <input type="checkbox"/> please book TOSP via ESS

Weekly Timetable			
Rostered day	Total hours attendance (a)	Travel time** (to be written as 0.25, 0.5, 0.75 etc.) (b)	Total hours*** per day (a)+(b)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total weekly hours x total teaching weeks <i>to be booked by Human Resources</i>			
Minus (-) Maximum entitlement based on FTE			
Total TOSP available <i>to be booked by you via ESS</i>			

**from work to institution only

***cannot exceed calculated maximum entitlement based on FTE

SECTION 4 - CONDITIONS

General Conditions

- All cases of TOSP with pay are subject to:
 - continued satisfactory performance in the work area; and
 - meeting the business needs; and
 - the employee making satisfactory progress with their studies; and
 - prior approval from their Approved Delegate.
- Employees are expected to contribute an equal formal lecture/personal study load in their own time.
- Employees **must immediately notify their supervisor and Human Resources** of any changes which will affect the amount of TOSP entitlement (i.e. a change to the study program or if studies are discontinued).
- Employees **must** provide a copy of their qualification to their supervisor and Human Resources on completion of the course.
- Employees **must be enrolled on a part-time basis** at their institution.
- Employees are required to book the approved time off using code TOSP via [ESS](#) once the study program has been approved by the work area and processed by Human Resources.

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SECTION 5 - DECLARATION (Employee to confirm and sign)

- I understand that I **must make satisfactory progress** with my studies each teaching period and will provide the necessary evidence if requested; **and**
- I understand that it is my responsibility to contribute an equal portion of my formal study load in my own time; **and**
- I understand that I **must immediately notify** both my supervisor and Human Resources of any changes to the amount of time off for study purposes and/or my intention to discontinue my studies; **and**
- I confirm that I am **enrolled on a part-time basis** (normally no more than two (2) units per semester); **and**
- I understand that changes to my FTE will result in Human Resources automatically adjusting my allocation of TOSP, and will use my other leave entitlements or unpaid leave in accordance with the [Leave \(excluding Long Service and Parental Leave\) Policy](#); **and**
- I understand that if I do not use all of my allocated leave by the completion of the relevant teaching period, I will forgo the outstanding balance.

Employee signature

Date (dd/mm/yy)

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Employee name (please print)

Telephone

SECTION 6 - APPROVAL

I confirm that I have read and understood the clause on Time Off for Study Purposes, within the [Further Education for Employees Policy](#), and I approve the intended course of study and time off.

Signature of Approved Delegate (See HR Delegations)

Name (please print)

Date (dd/mm/yy)

Telephone

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