



RCSI

Exam and Study Leave

Purpose

This document specifies RCSI's policy and procedures in relation to study and exam leave.

Scope

This policy applies to all staff in RCSI

Policy Statement

RCSI will provide up to five days paid study/exam leave annually for staff undertaking courses of study which have been pre-approved by their line-manager/ Head of Department.

Study Leave

The following factors will be taken into consideration when determining your eligibility for Study Leave

- The qualification to be obtained
- The duration of the course
- Relevance to your present and future work

Exam Leave

You can apply for exam time and appropriate travel time if you are on a pre-approved course as above. The following leave applies

- If you have a 2 hour exam, you are entitled to the 2 hour exam time and 2 hours preparation time and travel time.
- In the event of sitting exams in another country, you are entitled to that day off and the day beforehand for preparation and travel.

Unsuccessful Completion of Exams

In the event of unsuccessfully completing an exam, you will be expected to re-take the examination and unless exceptional circumstances prevail, no exam leave will be granted.

Procedure

Applications for exam/study leave can be made by logging onto your [Core HR Portal](#) (using your RCSI username and password) and requesting study leave using Core Time. Visit the [Core Time page](#) for more information. Once you have submitted the request your manager, or nominee, will receive an email notifying them to log onto Core Time to approve. Please note exam/study leave entitlements follow the academic year.

Please refer to the [Staff Learning and Development policy](#) for guidance on applying for staff learning and development funding.

Getting Further Help

The Human Resources department is available to support any member of staff in understanding or implementing the content of this policy and procedure.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.