



Policy on time off for training

Contents

1. Introduction	1
2. Purpose	1
3. General principles	2
4. Eligibility	2
5. Application procedure	2
6. Considering an application	3
7. Appeals procedure	4
8. Withdrawing an application	4
9. Record keeping	5
10. Further information	5

1. Introduction

The University is committed to helping staff to develop their potential and career in terms of knowledge, skills and abilities in line with the aims and objectives of their School/Institute/Service and the University as a whole. In this connection, appropriate development is encouraged and supported for all staff, and processes are in place for members of staff and their managers to agree relevant training and development needs.

2. Purpose

- 2.1. This policy incorporates the Apprenticeship, Skills, Children and Learning Act 2009. It provides members of staff with a statutory right to apply for time off for training relevant to their role which will also improve the performance of the School/Institute/Service. This may take the form of accredited programmes leading to the award of a recognised qualification or shorter unaccredited programmes to help develop specific skills.
- 2.2. This policy is not intended to replace current arrangements where a training and development need has been agreed between an individual and their manager, for example through SRDS, or for training provided by the LOGIK Centre etc. This policy is in addition to these arrangements and, therefore, it is not necessary to follow the process outlined below where time off for training has already been agreed.
- 2.3. Separate arrangements exist outside this policy for redeployees, Trade Union, Health & Safety and Learning representatives.

3. General principles

- 3.1. Eligible members of staff have a formal right to apply for time off for training and the University has a duty to consider such applications seriously. However, there is not an automatic right to time off as there may be circumstances when the University is unable to accommodate such requests.
- 3.2. There is no limit to the amount of time, the amount of study or training that a member of staff can apply for. Staff can request to undertake more than one type of training in a single application e.g. where they would like to improve their literacy and numeracy skills or IT and English language skills in addition to another piece of training.
- 3.3. Although staff may request time to undertake training, there is no right to be paid for the time spent training where a request is agreed, nor is there any requirement for the costs of the training to be met by the University. Heads of School/Institute/Service may consider meeting such requests where sufficient funds are available within the School/Institute/Service budget where it is deemed appropriate to do so. Alternatively, Heads may agree to allow the member of staff to work flexibly to make up the time spent training, or they may allow the individual to take unpaid leave to allow time off to train.
- 3.4. Members of staff are encouraged to consider their training and development needs and their potential impact on their School/Institute/Service.
- 3.5. Before making a formal application under this policy, members of staff are encouraged to discuss their desired training and development needs with their Head of School/Institute/Service.

4. Eligibility

This policy applies to all members of staff who:

- have 26 weeks continuous service at the time of making an application request; and
- have not made another application via this scheme for time off for training in the past 12 months unless;
 - a member of staff has notified the Head of School/Institute/Service that they have mistakenly submitted an earlier request before 12 months elapsed and they wish to withdraw their earlier application;
 - a member of staff did not undertake the training that was agreed following a previous request because the training was cancelled, unless this was due to their own conduct in relation to the training;
 - a member of staff failed to start training that was agreed following a previous request because of some unforeseen circumstances beyond their control.

5. Application procedure

- 5.1. Members of staff on the redeployment register who are considering making an application to undertake training should see the redeployment guidelines at http://hr.leeds.ac.uk/staff_information or contact the Redeployment Service on ext 32297.
- 5.2. Members of staff must apply to the Head of School/Institute/Service in writing by completing an 'Application for Time off for Training' form.

- 5.3. On receipt of the application, the Head of School/Institute/Service must within 28 days either:
- 5.3.1. approve the application, and inform the member of staff in writing of the decision;
or
- 5.3.2. (if an application is not approved or only partially approved) meet with the individual, the HR Manager and representative if required (the representative may be a workplace colleague or a recognised Trade Union representative). The outcome of the discussion should be confirmed in writing to the member of staff within 14 days of the meeting.
- 5.4. If the person making the decision is absent on the day the request is received, the period within which a meeting must be held will automatically be extended. The 28 day period will commence on the day the person returns to work. However, an extension must not exceed 28 days.
- 5.5. If the representative is unable to attend an arranged meeting, a member of staff may request that the meeting be rearranged to a convenient time. However, this should take place within 7 days of the date of the original planned meeting.
- 5.6. Where an application for time off for training is approved, normal arrangements for booking the training with the training provider should be made.

6. Considering an application

- 6.1. Full consideration of an application must be given. To ensure a consistent approach across the University, no application should be refused without consulting the Faculty/Service HR Manager/Officer.
- 6.2. When considering an application Heads of School/Institute/Service should consider:
- 6.2.1. whether the training is needed and the potential benefits to both the individual and the School/Institute/Service;
- 6.2.2. whether the training that has been applied for could be more beneficial for the member of staff and/or the School/Institute/Service if it was met by:
- a different training method;
 - a different training provider;
 - a more suitable comparable qualification/course etc;
- 6.2.3. how the cost of the training will be met;
- 6.2.4. how the time off will be agreed e.g.
- paid time off
 - flexible working;
 - unpaid leave

In such cases, Heads of School/Institute/Service must discuss these alternative options with the member of staff concerned.

- 6.3. Heads of School/Institute/Service might agree to an application, but foresee circumstances in which they may later need to withdraw that agreement. In such cases, this should be agreed with the staff member at the time of considering the application.

- 6.4. The permitted reasons for refusal of a request are as follows:
- 6.4.1. The proposed study or training would not improve the employee's effectiveness in the School/Institute/Service;
 - 6.4.2. The proposed study or training would not improve the performance of the School/Institute/Service;
 - 6.4.3. Burden of additional costs;
 - 6.4.4. Detrimental effect on the ability to meet customer demand;
 - 6.4.5. Inability to recruit additional staff;
 - 6.4.6. Detrimental impact on quality;
 - 6.4.7. Detrimental impact on performance;
 - 6.4.8. Insufficient work during the periods the employee proposes to work (flexible working);
 - 6.4.9. Planned structural changes;

7. Appeals procedure

- 7.1. The member of staff has the right to appeal against the decision within 14 days of being notified to them.
- 7.2. The appeal must be made in writing to the Dean of Faculty (for staff in Academic Schools) or the Pro-Vice-Chancellor for Staff (for staff in Corporate Services).
- 7.3. The appeal meeting should be held within 14 days of receipt of the appeal.
- 7.4. A workplace colleague or a representative of a recognised trade union not acting in a legal capacity may accompany the member of staff at the appeal meeting. Should the chosen companion not be available at the time proposed, the member of staff should propose an alternative time for the meeting to take place. This meeting must fall within 71 days of the first planned meeting.
- 7.5. The outcome of the appeal should be confirmed in writing to the member of staff within 14 days of the meeting taking place.

8. Withdrawing an application

- 8.1. An application will be deemed to be withdrawn if:
 - 8.1.1. the member of staff withdraws it verbally or in writing;
 - 8.1.2. the member of staff unreasonably refuses to provide information to back up their application.;
 - 8.1.3. the member of staff fails to attend an arranged meeting on more than one occasion, without a reasonable explanation.

- 8.2. Where an application is withdrawn, it will still count as a formal application and, therefore, the member of staff will be unable to submit a further application within the next 12 months.

9. Record keeping

Schools/Institutes/Services should return the original 'Application for Time off for Training' form to the individual and retain a copy in the School/Institute/Service. Where there is a change to salary e.g. unpaid leave a copy should be forwarded to Human Resources. Agreed training should be recorded on SAP in the normal way.

10. Further information

- 10.1. Further information about this policy can be obtained from the Faculty/Service Human Resources Manager/Officer.
- 10.2. If you require this document in an alternative format (for example braille, large print or e-text) please contact Human Resources hr@leeds.ac.uk.