

## **LEAVE/TIME OFF FOR STUDY PURPOSES AND EXEMPTION FROM TUITION FEES**

Finance and General Purposes Committee, Mona, at its meeting on January 22, 1996 agreed as follows:

### **Penalties for Breach**

The penalties listed below shall be applicable to staff members who do not inform their Heads of Department in writing **prior to registering** for courses at the University or elsewhere.

- (i) Tuition fees for the academic year, where applicable, shall not be waived.
- (ii) Time-off to attend classes, where applicable, shall not be granted.
- (iii) Leave to prepare for examinations shall not be favourably considered.

Staff who do not inform their Heads **prior to attending the first class of a course/programme for which they have registered, i.e. they begin attending classes without permission, in addition to being subject to the aforementioned penalties, shall be regarded as having committed a breach of discipline and will be dealt with accordingly.**

### **Annual Reminder of Rules**

Finance and General Purpose Committee, Mona, also agreed that all staff should be reminded annually in their July pay packets of the rules governing leave/time off for study purposes.

### **Proceeding from Certificate to Degree Programmes**

**Where the number of staff attending classes is within the ratio of 1:5 in the Department/Section/Unit, a staff member will be able to proceed directly from a Certificate to a Degree programme.**

In all cases, however, **priority** for time-off to attend classes or to receive a waiver of tuition fees **will be given to staff who had not received such benefits previously or who had received them prior to other applicants.**

*The Registry, Mona  
22/2/96*

## **LEAVE/TIME OFF FOR STUDY PURPOSES AND EXEMPTION FROM TUITION FEES**

### **1. LEAVE FOR COURSES AT UWI**

- i) **Only permanent employees** will be considered for grant of leave for study. **Temporary employees will be ineligible** for such leave.
- ii) Employees **must** have a minimum of four years' service with the University, save where the University itself wishes an employee to receive special training.
- iii) Applicants **must** be entering the final year of a degree programme.
- iv) Leave for study purposes may be granted for up to a full academic year (9 months approx.) with payment at the rate of 100% of normal salary.
- v) The University has the right to determine its priority areas for the training and to grant leave in accordance with its priorities.
- vi) Total leave granted for study purposes annually should not exceed 54 man months.
- vii) In granting leave for study purposes the vacation leave due to the member of Staff will be taken into account.
- viii) Salary paid to employees on leave for study purposes will be treated as an advance to be liquidated through one year's service with the University after completion of their courses.
- ix) Application for leave should be submitted to the Personnel Office not later than April 30 preceding the academic year during which leave is requested.
- x) A committee appointed by the Principal will consider the applications and make recommendations for awards. The Committee shall submit an annual report to Finance and General Purposes Committee, Mona on awards made.

### **2. LEAVE FOR COURSES AT INSTITUTIONS OTHER THAN UWI**

- i) **Only permanent employees will be considered** for grant of leave for study. **Temporary employees will be ineligible** for such leave.
- ii) Employees **must** have a minimum of four years' service with the University save where the University itself wishes an employee to receive special training.
- iii) Applicants **must** be entering the final year of the training programme.
- iv) Leave with full pay (normally not exceeding one academic year) may be granted to members of staff who have been awarded fellowships and scholarships to pursue training programmes approved by the University in keeping with its priorities.
- v) Leave for study leading to a professional qualification at an approved local institution, e.g. U.T.E.C.H., may be granted for up to a full academic year (9 months approx.) with payment at the rate of 100% of normal salary.
- vi) Salary paid to employees on leave for study purposes will be treated as an advance to be liquidated through one year's service with the University after completion of their courses.
- vii) Employees on the recommendation of their Head of Department may be granted time off with pay to attend day-release courses at approved local institutions.

- viii) Leave or day-release courses will normally be granted for the duration of the particular course or programme, subject to requirements concerning progress. The Sub-Committee's discretion will, however, be exercised in considering applications from persons who wish to repeat courses which they had failed.
- ix) A Committee appointed by the Principal will consider the applications and make recommendations for awards. The Committee shall submit an annual report to Finance and General Purposes Committee, Mona, on awards made.

### 3. **CONDITIONS FOR TIME OFF DURING WORKING HOURS TO PURSUE COURSES**

- i) Normally only **permanent** employees who have at least two years' service with the University will be granted time off during working hours to pursue courses. However, **temporary** employees who have completed a minimum of three years continuous service will also be eligible for time-off.
- ii) Time off will not be granted to pursue courses during the day, which are offered after working hours.
- iii) Application for time off during working hours to pursue courses should be dealt with by the Head of the relevant Department and forwarded to the Personnel Office. **The number of staff granted time off during working hours to pursue courses must not be more than 1 in 5 per bargaining unit i.e. MONASA and UAWU, in each Department or Unit or Section, as appropriate.**
- iv) With effect from the 1995/96 academic year, time off will be granted to staff who are registering for the first time only **where the ratio 1 in 5 in the relevant Departments or Units or Sections, as appropriate, would not be exceeded.** Application for time off from staff who were registered before 1995/96 will not be affected by the ratio.
- v) Approval for time off should be given for one semester at a time. Time off will not be granted for more than one repeat of any course.
- vi) Heads of Departments are required to forward to the Personnel Office the names of staff and other relevant information regarding those persons to whom they have granted time off.
- vii) The Personnel Office is required to monitor the submissions at (vi) above to ensure that (i) and (ii) have been observed.
- viii) The **maximum** time off that will be granted in any one week is **five hours.**
- ix) Time off will be granted on the understanding that the employee may be required to make up the hours outside of the normal working day or week.
- x) The Head of Department may at any time revoke the grant of time off in the interest of maintaining the service of the Department.
- xi) Time off to write examinations, will normally be granted by the Head of Department on the request of the staff member.

### 4. **NO-PAY LEAVE FOR STUDY PURPOSES**

- i) Only permanent employees with at least three years' service at the University will be considered for the grant of no-pay leave for study purposes.
- ii) No-pay leave for study purposes will not normally be granted in excess of one academic year.

## 5. STUDY LEAVE – VACATION LEAVE

Persons on study leave will not earn vacation leave during the period.

## 6. INFORMATION TO HEADS OF DEPARTMENTS

Staff members pursuing courses/programmes at the University or other institutions, whether or not they have been granted study leave or time-off, are required to inform their Heads of Departments accordingly, in writing, prior to registering for such courses/programmes.

## 7. EXEMPTION FROM TUITION FEES

- i) Full-time permanent employees of the University, their children, husbands or wives who are accepted for entry to a course at the University will receive exemption from tuition fees (including examination fees where compounded) provided that:
  - they are not in receipt of a scholarship or other award which includes payment of tuition fees;
  - the employees concerned are still in the service of the University or are in receipt of retirement pensions from the University;
- ii) “Children” in the clause above means “dependent children”. Such children must not be more than 27 years at the beginning of the academic year, except in the case of children registered for the MB.B.S. or LL.B. degrees in the Faculties of Medical Sciences and Law, respectively, who shall not be more than 31 years.
- iii) Full-time, temporary or **project staff**, who have been in continuous employment with the University for three (3) years at the beginning of the academic year will be exempted from tuition fees.
- iv) The proposals at (ii) and (iii) above will be applied retroactively to the full-time, temporary or project staff who registered **for the first time** in 1994/95.
- v) **Legally adopted children** will be eligible for this benefit and so will step-children if the member of staff provides evidence that such children are wholly maintained by him/her. **Foster children** will not be eligible.