**Study Leave Policy Template**

**Purpose**

The purpose of this study leave policy is to establish guidelines and procedures for employees who wish to pursue further education to enhance their skills and contribute to their professional development. This policy outlines the eligibility criteria, application process, and expectations during the study leave period.

**1. Eligibility**

* Employees eligible for study leave must meet the following criteria:
* Have completed a minimum of [insert duration] years of continuous service with the company.
* Demonstrate a clear link between the proposed course of study and the employee's current role or future responsibilities within the organization.
* Ensure that the study leave will not adversely affect the normal operations of the department.
* Obtain approval from the immediate supervisor and the HR department.

**2. Application Process**

1. Employees must submit a formal application for study leave to their immediate supervisor and the HR department.

2. The application should include the following details:

* Name and details of the course or program.
* Duration of the study leave.
* Objectives and relevance of the course to the employee's current role or future responsibilities.
* Confirmation of acceptance into the chosen course or program (if applicable).
* Proposed plan for workload management during the study leave.

3. The HR department will review the application and, if necessary, consult with the relevant department to ensure that the study leave aligns with organizational goals and operational requirements.

**3. Approval Process**

* Approval for study leave is contingent upon the organizational needs, the employee's performance, and the potential benefits to the employee and the company.
* The decision will be communicated to the employee within [insert timeframe] days of receiving the application.
* Once approved, the employee and the HR department will collaborate on a plan for managing workload during the study leave period.

**4. Terms and Conditions**

During the study leave, the employee is expected to:

a. Maintain regular communication with the supervisor and provide updates on the progress of the course.

b. Adhere to the organization's policies and procedures.

c. Return to work promptly upon the completion of the study leave.

**5. Financial Assistance**

* The organization may provide financial assistance, such as tuition reimbursement or study grants, based on the relevance of the course to the employee's role and the organization's budgetary considerations.
* Any financial assistance provided will be subject to a formal agreement between the employee and the organization.

**6. Return to Work**

* Upon completion of the study leave, the employee is expected to return to work and apply the newly acquired skills and knowledge to benefit the organization.
* Failure to return to work or meet the agreed-upon terms may result in the recovery of financial assistance provided during the study leave period.

**7. Review and Modification**

This study leave policy will be periodically reviewed and may be modified at the discretion of the organization.

Approval:

[Insert Name and Position of Approving Authority]

[Insert Date]

***Note****: Customize this template to fit the specific needs and policies of your organization. Seek legal advice to ensure compliance with local laws and regulations.*