

6.4 – Professional Study Support

Copies of all Elizabeth Finn Homes Limited (EFHL) HR Policies can be found on the EFHL Intranet. All EFHL employees are subject to EFHL HR Policies. EFHL HR Policies are non-contractual, are reviewed regularly and may be subject to change. All queries on the application or interpretation of this policy should be raised with the Head of Department or HR.

If you have any queries about your rights in relation to how we collect and store your personal information please speak to your manager or HR

Purpose

The purpose of this Policy is to ensure a fair and consistent approach is taken at Elizabeth Finn Homes Limited (EFHL) under which employees can apply for financial assistance and study leave to pursue a relevant course of study leading to a recognised professional qualification.

EFHL is committed to supporting courses of study leading to professional qualifications that are relevant and appropriate to an employee's current or anticipated future job role in EFHL and that will help to meet EFHL's objectives.

This Policy does not apply to any course of study EFHL requires an employee to undertake.

It should be noted that EFHL will expect employees to explore existing funded options (such as apprenticeships) before committing to financial assistance for professional qualifications.

Operation of the Policy

Qualifying Courses

To qualify for financial assistance and/or study leave, the course of study leave must satisfy all of the following:

- The learning will lead to a recognised professional qualification, which is relevant and appropriate to the employee's current or anticipated future role in EFHL and EFHL's strategic objectives.
- An employee's work performance must support the view that they have the ability and/or commitment to successfully complete the course.
- The course of study will last a significant amount of time not likely to be less than 6 months.
- The employee's Head of Department must support and authorise the course of study.

Financial assistance

- EFHL will consider financial assistance for an approved course of study and examination fees. Where an employee is given financial assistance, they will be required to sign a Financial Assistance Agreement, which is a contractual agreement and will be enforceable.
- Any employee leaving EFHL's employment within two years of completing any course funded by EFHL or who leaves a course, whether voluntarily or on request by course tutors, or whose employment is terminated for reasons other than redundancy, will be required to repay the financial assistance given on a sliding scale as follows:

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Employees leaving within	6 months of completion or during course of study	7-12 months of completion	13-18 months of completion	19-24 months of completion
Amount Repayable	100% of all financial assistance	75% of all financial assistance	50% of all financial assistance	25% of all financial assistance

Study/Exam/Revision Leave

This time will be granted with pay and will not count against annual leave:

- **Study Leave**
Study leave prior to exams is permitted on the basis of one day's leave per exam. Permission for study leave should be sought by the employee from their Head of Department. This should be recorded as study leave on their annual leave form.
- **Examination Leave**
Leave to take relevant examinations will be granted with pay and will not count against annual leave. Permission for leave should be sought by the employee from their Head of Department. This should be recorded as exam leave on their annual leave form.
- **Revision Leave**
Where course providers provide formal revision courses, a maximum of 4 days additional study leave will be considered. Permission for revision leave should be sought by the employee from their Head of Department. This should be recorded as study leave on their annual leave card.
- **Day Release**
Some courses require half or whole day attendance during term times. How this absence might be supported, for example through changing working hours, should be discussed with the Head of Department.

Please note the granting of any study/exam/revision leave is at the Manager's discretion and must not interfere with the operation of the home or workplace.

Examination Re-sits

- Financial assistance will not be given towards examination resits.
- Study and revision leave for examination resits will have to be taken out of employees annual leave entitlement.

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- Leave will be granted with pay for examination resits on one occasion only and will not count against annual leave entitlement. Permission for leave should be sought by the employee from their Head of Department. This should be recorded as exam leave on their annual leave form.

ELIZABETH FINN HOMES LIMITED

exceptional care for the individual

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FINANCIAL ASSISTANCE AGREEMENT

Name:	Department:
Course:	Provider:
Dates:	Cost:

I confirm I will be attending the above course paid for by Elizabeth Finn Homes Limited (EFHL) and agree to abide by EFHL's Study Support Policy and Procedure and, as such, I agree that, if I voluntarily terminate my employment or my employment is terminated by reasons other than redundancy by EFHL within two years of the completion of my course, I will be required to repay the financial assistance in line with the percentages stated in EFHL's Study Support Policy & Procedure.

Signed _____

Date _____