



Government of Barbados

Training Administration Division

Guidelines for the award of Study Leave



TRAINING ADMINISTRATION DIVISION

Our Vision

"To be the premier public service training and management development institution in the Caribbean."

Our Mission

"To provide timely, cost effective training and training services, which will promote excellence and professionalism within the Public Service of Barbados."

Our Core Values

Team Spirit:

The Division believes that each employee is important and is capable of adding value to the achievement of the organization's mission and vision. We intend to harness the individual capabilities by encouraging greater use of teamwork in order to raise organisational levels of performance.



Our Core Values continued

Timeliness in Service	The Division recognises the value of urgently meeting customer request especially in areas within our control.
Quality	The Division encourages each employee to consistently produce work of the highest quality.
Continuous Development:	The Division strives to create a learning environment where staff can actively pursue necessary knowledge, skills and attitudes that will place them ahead of the competition.
Professionalism	The Division strives to promote professionalism within the public sector. Our goal is to equip officers with the knowledge and skills which will foster values, such as honesty, integrity, impartiality, courtesy and helpfulness.



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Study Leave

Definition of Study Leave

“**Study Leave**” means leave granted to an officer to pursue a course of study or training which was negotiated by that officer on his own initiative regardless of its value to the Service and for which study or training that officer may not necessarily have been selected in competition with other officers”. (General Orders 7.1 (b), pg.75).

Criteria

The Public Service Training Committee (PSTC) in the exercise of its functions as delegated by the Services Commissions utilizes the following criteria when considering requests for study leave:

- a. Priority of subject.
- b. Status of officer (Temporary/Permanent/on Contract).
- c. Length of service (with 5 years as a bench mark).
- d. Accreditation status of institution of study or programme.
- e. Relevance of course of study to Ministry/Department.
- f. Relevance of course of study to the wider Public Service.
- g. Officers in receipt of Scholarships/Awards.
- h. The ability of the officer to undertake and benefit from the course.



- i. Three (3) year minimum intervening period between periods of study leave granted to individual officers.

Conditions on which study leave is recommended by the PSTC

- a. Full pay leave for courses at the Barbados Community College and for officers in receipt of scholarships.
- b. Half Pay Study Leave for final year of Bachelor's programme (usually local courses of study at the University of the West Indies, Cave Hill, St. Michael).
- c. Half pay leave for Masters programmes.
- d. No pay leave for Ph.D. programmes.
- e. No pay.
- f. Not recommended.

Note:

- 1. Conditions of leave in respect of Scholarships depend on the level of priority within the Public Service and the stipulations of the awarding body. Public Officers who are awarded scholarships must meet the criteria established by the PSTC.
- 2. It should be noted that the PSTC may consider other pertinent information/and special circumstances which would guide its deliberations and ultimate recommendations.

Application for Study Leave

- a. All public officers, who on their own initiative wish to embark or have embarked on a course of study, must apply for study leave by completing the prescribed



“Application for Study Leave Form” which is available at Training Administration Division.

- b. Part A of the form **must** be completed by the applicant in its entirety, while Part B must be completed by the Ministry/Department.
- c. All completed applications for Study Leave must contain the comments and recommendations of the Permanent Secretary and Head of Department.
- d. All completed Study Leave forms must bear the signature of the Permanent Secretary and/or Head of Ministry/Department, or other designated senior officer before they are submitted to TAD.

N.B. Ministries/Departments must ensure that all Applications for Study Leave Forms are thoroughly completed and all required information and supporting documentation provided. All Study Leave requests must be submitted to TAD, even in cases, where the application is not supported by the Ministry/Department. The Ministry/Department must clearly indicate reasons for not supporting the applicant.

Information/documentation required for processing applications or Study Leave

Applicants must provide the following information:-

- a. National Registration Number: This is the number on the Barbados identification card e.g. 500826-0020. This is a number unique to the applicant and will serve to track the study leave record of the officer.
- b. Name: The officer’s full name must be clearly stated.
- c. Date of Birth: Date/Month/Year



- d. The Ministry/Department: Should be clearly stated (as contained in the Civil Establishment (General) Order and not the section of a Ministry or Department where the officer works).
- e. Post: The substantive post and incremental date of the applicant must be clearly stated.
If the officer is acting, the acting post must be stated as well. This is important since officers are granted study leave on the salaries attached to their substantive posts and it has implications for the processing and signing of bonds.
- f. Status: This refers to whether the officer is a permanently appointed officer or holds a temporary appointment or is on contract.
- g. Salary: The present salary scale and incremental dates must be clearly stated (e.g.)
 - 1) Salary per annum - \$36,000.00
 - 2) Salary Scale Z6-1
 - 3) Incremental Date – (month annual increment is due) e.g. January

Where the applicant is at the maximum in a scalar post, the term “Max” should be used. Where the applicant is paid in a fixed scale, the term “FX” should be inserted.

- h. Years of Service: It is imperative that the employment record section of the form be completed. Specific dates must be given e.g. 1960-08-01 to 2003-10-



01. This includes any period of continuous temporary service.
- i. Course of Study: The officer must ensure that the correct course title is stated, as offered by the institution/university.
 - j. Duration: This refers to the period of time indicated by the university/institution for the candidate to complete the course of study. This should include:
 - a) Work attachments;
 - b) Thesis Preparation; and
 - c) Internships etc.
 - k. Institution/Country: The full name and address of university/institution must be clearly stated. The officer must ensure that the particular university/institution is accredited to offer the particular discipline. Moreover, an acceptance letter should accompany the application for study leave, and if not available at the time, **must** be submitted to Training Administration Division as soon as it is received.
 - l. Course Content: Officers are required to accurately state the course contents (subject areas being offered). This must be supported by official documentation from the institution/university.
 - m. Qualifications: The exact programme title, qualifications obtained and year received must be clearly stated. e.g. Certificates, Diploma or Degree.
 - n. Courses already taken: Some officers embark on the



courses of study prior to requesting study leave. Officers are required to submit with the completed forms:

- 1) A list of courses to be taken during period for which the study leave is being requested; and
 - 2) Official documentation/transcript from university or institution is required indicating those courses already completed/to be completed.
- o. Previous Training and Study Leave granted: Where applicable all public officers requesting study leave must clearly indicate the exact period of previous training and study leave granted (other than short periods granted to prepare for and write exams).

Bonding

All Public Officers who have been granted study leave with pay (half/full) will be required to sign a Bond to same on completion of the training/study. A Study Leave Bond, is required by General Orders, Section 7.11.1, pg. 77.

Deadlines for Submission of Study Leave Forms

Training Administration Division requires that all completed application forms for study leave should be submitted to its office by:

- a. 28th February for programmes commencing August -October of same year; and
- b. 31st July for programmes commencing in January of the following year.



Please note that the completed forms are to reach Training Administration Division by the dates stipulated above. This means that the applications should be submitted to the Permanent Secretary/Head of Department with enough time for processing to reach Training Administration Division on or before the stipulated dates for receipt of study leave applications.

Request for Extension of Study Leave

All requests for extensions of study leave must be channeled through the parent Ministry for comments and recommendations before they are received at Training Administration Division.

Public Officers requiring an extension of their study leave must submit the following with their requests:

- a. Official correspondence from the university/institution corroborating the request and stating clearly the reasons for the extension, the exact period of leave required and the courses of study to be undertaken.
- b. Comments and recommendation of the parent Ministry.
- c. A progress report/transcript from the institution in keeping with Section 7:13 of the General Orders, pg.79.
- d. The report/transcript must indicate the courses taken and status (e.g. passed/failed/supplementary exam required).



Request for Review of Study Leave

All public officers who were unsuccessful in their request for study leave may request a review of the decision. In addition, public officers who are granted study leave may request a review of the condition under which the study leave was granted.

Any request for review must be clearly and logically stated and the information contained must be materially different from that which formed the basis of the original request for study leave.

Request for Deferral of Study Leave

- a. Public Officers who are granted Study Leave may want to defer that leave for some reason. All requests for deferral of study leave must be channeled through the officer's Ministry/Department. Supporting documentation and clear reasons for the deferral must be given together with the period the officer proposes to proceed on study leave.

Procedures for Processing Request for Study Leave

- a. The desk officer at Training Administration Division prepares an Information Paper encapsulating all pertinent information for consideration by the Public Service Training Committee (PSTC).
- b. The PSTC's recommendations are presented to the Minister responsible for training matters for approval and ratification.



- c. Both the PSTC's recommendations and the Minister's ratification/ approval are sent to the relevant Services Commission, through the Chief Personnel Officer, for consideration of the grant of the required Study leave, pending the confirmation of acceptance by the institution and the signing of a bond for officers granted the leave with pay.
- d. When Training Administration Division receives a response from the Chief Personnel Officer of the approval or non-approval of the required study leave, this information is channeled to the Ministries/Departments with an invitation to inform the respective candidate.
- e. Where study leave is granted 'With Pay' the officer is required to sign a Study Leave Bond as per Section 7.11.1 of the General Orders In this regard, the Division will prepare the necessary bond and communicate with the candidate directly and invite him/her to come to the Division to execute the Bond.
- f. Officers should not change the course of study for which the leave was granted without the approval of the relevant Service Commission.
- a. Officers are expected to return to their posts immediately on completion of the course of study if it finishes before the end date for which the leave was granted. Adequate notice should be given to their Ministries/ Departments about the expected completion dates of the course of study and the likely resumption of duty so that appropriate staffing adjustments can be made in a



Frequently Asked Questions

How do I know if I am to apply for study leave?

Officers should apply for study leave if they intend to pursue a course of study for which they have not been nominated by their Ministry/Department, but which is relevant to the public service.

What is the difference between study leave and training leave?

Study leave refers to leave granted to an officer to pursue a course of study or training which is negotiated by that officer on his own initiative regardless of its value to the Service and for which study or training that officer may not necessarily have been selected in competition with other officers (General Orders Sections 7.1 (b), pg.75).

Training leave refers to leave granted to enable officers to pursue courses of training or study which have been initiated by the Government to meet its requirements (General Orders Section 7.1 pg. 75).

Should course of study be related to my work? Does that impact on whether I can get study leave?

Consideration is given to the relevance of course of study to the wider public service.

Can I get study leave if the programme is not at U.W.I or BCC?

The accredited status of institutions is considered by the relevant Services Commission. The course of study should also be recognized.



Can I apply for study leave immediately after completing a period of leave?

No. A three year minimum intervening period between periods of study leave is required.

How many years do I have to work before I can be considered for study leave?

Five years is the criteria used by the Training Committee in their recommendations to the relevant Services Commission, when considering requests for study leave.

Can temporary officers get study leave to prepare for examinations?

Temporary officers with more than one year but less than two (2) years' service may receive a total of two (2) weeks study leave in any one calendar year to prepare for and write certificate, diploma or professional examinations.

Can I get study leave to prepare for an examination?

Study Leave to prepare for an examination is outlined in *Circular No. 7/2004 M.P. 6402/1 Vol. V. dated July 23, 2004* and itemized below:

Degree (including Associate Degree), Certificate, Diploma or Professional Examinations

- (i) A total of four (4) weeks in any one calendar year to prepare for and write degree, certificate, diploma or professional examinations.
- (ii) In cases where the semester system is in operation, the study leave should be granted as follows:



Two (2) weeks only for the first semester examination

Two (2) weeks only for the second semester examination

(iii) In the cases of temporary officers with more than one (1) year but less than two (2) years' service, a total of two weeks in any one calendar year to prepare for and write degree, certificate, diploma or professional examinations. In cases where the semester system is in operation, the study leave should be granted as follows:

One (1) week study leave

Degree (including Associate Degree), Certificate, Diploma or Professional Examinations through Distance Learning

The same conditions should apply as those outlined above

Departmental Examinations

One (1) week should be granted in any one calendar year for departmental promotion examinations.

Other Examinations

One (1) week should be granted in any one calendar year for any other examinations including Ordinary and Advanced Level examinations. At the Ordinary level, leave should be granted only to persons who are preparing for at least two (2) subjects.

In considering whether to grant requests for short periods of study leave, the following guidelines should be taken into account:

(i) A maximum of two (2) weeks may be taken at any one time for any examination or group of examinations.

(ii) If the examination falls outside the period of study leave, then the officer may be required to take vacation leave to write the



exams.

(iii) Those person who have NOT been granted training leave to pursue the Executive Masters in Business Administration (EMBA) should be granted short periods of study leave to take examinations and this leave should be granted on the same basis as recommended for officers pursuing degree programmes.

(iv) Those persons who have been granted training leave would not be eligible for short periods of study leave.

(v) Only those persons who are pursuing recognized programmes at educational and training institutions should be granted short periods of study leave.

(iv) A Study Leave Year is equivalent to one (1) calendar year, that is, January to December.

(vii) At the beginning of each calendar year, the Heads of Ministries/Departments should ensure that there is a roster which would indicate the schedule of short periods of study leave which would be required by officers. Applications for short periods of study leave should be in conformity with the leave roster prepared and approved for that purpose.

(Viii) Applications for short periods of study leave should be submitted in writing and the appropriate forms should be duly completed.

(ix) The onus would be on the officer to provide satisfactory evidence to the Heads of Ministries/Departments that:

He/she will be pursuing a course/programme of study which leads to examinations. The officers should also provide a schedule of the examinations to be taken.



He/she will, in fact, be preparing to take the particular examination(s) for which study leave is requested.

- (x) An officer who fails an examination should be granted study leave on only one (1) occasion thereafter to prepare for it.

Can I get study leave to write a dissertation?

The Training Committee would consider applications for study leave to write a dissertation.

Who approves short periods of study leave – Training Administration Division or my Permanent Secretary?

This type of leave request is made directly to your permanent secretary or head of department.

When should I submit my study leave application form?

Training Administration Division requires that all completed applications for study leave be submitted through your Permanent Secretary/Head of department to its office on or before:

28th February for programmes commencing August – October of the same year

31st July for programmes commencing in January of the following year

Can I request an extension of my study leave?

All requests for extensions of study leave must be channeled through the parent ministry for comments and recommendations, accompanied by official correspondence from the institution corroborating the request, and stating reasons for the extension, exact period of leave required and the courses to be undertaken and a progress report. *See section 7.13 of the General orders, pg. 79.*



What if my leave is not approved?

All public officers who were unsuccessful in their request for study leave may request a review of the decision.

Public officers who were granted study leave may request a review of the condition under which the study leave was granted.

What is the study leave process?

Study Leave is processed by the training committee.

Thereafter the relevant Services Commissions, through the Chief Personnel Officer, considers the recommendations and makes a determination pending confirmation of acceptance by the institution and the signing of a bond.

When Training Administration Division receives a response from the chief Personnel Officer of the approval or non-approval or non-approval of the required study leave, this information is channeled to the Ministries/Departments with an invitation to inform the respective candidate.

If I am awarded study leave, am I required to sign a bond?

When *study leave* is granted “with Pay’ the officers are required to sign a Study Leave Bond as per section 7.11.1 of the General Orders. In this regard, the Division will prepare necessary Bond and communicate with the candidate directly and invite him/her to come to the Division to execute the Bond.



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