

GOVERNMENT OF GRENADA

Policy Governing the Grant of Study Leave to Public Officers

0.0	Interpretation Clause	<p>In this Policy unless the context otherwise requires:</p> <p>Words importing the plural will include the singular. Words importing the masculine gender will include the feminine and vice versa.</p> <p>The expression “mainstream Public Service” refers to all Departments within the Public Service including Nurses and Medical doctors’ personnel but excluding the teaching service, the disciplined services (Royal Grenada Police Force and Her Majesty’s Prisons) all statutory and para-statal bodies, contractual and temporary officers.</p> <p>For the purpose of this document “Public Officer” refers to an individual who is employed by the Government of Grenada and holds a position on the permanent establishment within the mainstream Public Service.</p> <p>The phrase “permanent establishment” means being appointed and confirmed by the Public Service Commission in an established position within the mainstream Public Service.</p> <p>The phrase “eligible Public Officers” refers to public officers who meet the criteria for obtaining study leave under this policy.</p>
1.0	Preamble	<p>The Government of Grenada is committed to developing the capacity of its employees to equip them with the requisite knowledge, skills and attitudes that are aligned to the business needs of the Public Service in order to achieve its developmental goals and objectives.</p> <p>The success of the Homegrown Programme requires a new orientation on how the Public Service satisfies its Training and Developmental needs. Against the background of limited resources, Government confirms its commitment to ensuring optimal utilization of available resources as well as the equitable distribution of Training and Development opportunities. Consequently, this revised policy represents a shift in the administration of the Study Leave Programme.</p> <p>The policy guidelines contained herein set out the conditions under which study leave may be granted to public officers.</p> <p>The policy takes effect from 19th January 2015 and hereby cancels and supersedes all previous study leave policies.</p>

		All awards conferred upon and taken up by Public Officers prior to the coming into effect of this Policy, and for which the grant of award was pending at the appointed date shall for all intent and purpose be regarded as an award made during the existence of the Policy then in force and the study leave award shall be upheld under terms and conditions upon which the award was then granted.
2.0	Purpose of Study Leave	<p>Study Leave may be granted to eligible public officers to facilitate their attendance at institutions of higher learning overseas for the pursuit of tertiary education, that is, for studies at the Certificate, Diploma, Degree levels or Professional Studies such as the Association of Chartered Certified Accountants (ACCA) programme.</p> <p>This Policy is intended to cover public officers' absence from duty where the duration of the study programme is for a period exceeding three (3) months.</p> <p>Study Leave may be granted with or without pay.</p>
3.0	Applicability	<p>This policy is applicable to public officers serving on the Permanent Establishment (appointed to Established Positions), that is, Permanent Established workers within the mainstream Public Service.</p> <p>This Policy shall also apply to the Disciplined Service in as long as there is no other relevant replacement policy.</p>
4.0	Authority for the Grant of Study Leave	The authority for the grant of study leave is vested in the Public Service Commission.
5.0	Authority for the Payment of Salary whilst on Study Leave	Applications for the payment of salary whilst on study leave is processed by the Department of Public Administration.
6.0	Eligibility Criteria	<p>6.1 To be eligible for the grant of study leave an officer must satisfy the following criteria.</p> <p>(i) He/ She must serve on a definitive basis on the Permanent Establishment for a continuous period of not less than five years; and</p> <p>(ii) Have received a favourable performance review rating of Grade I or II in the previous year.</p> <p>(iii) Upon completion of the study programme have a minimum of five years service remaining before attaining the age of compulsory retirement.</p> <p>(iv.) Pursue a programme of study which meets the following criteria:</p> <p>a. be pursued on a full-time basis at an approved recognized tertiary institution;</p> <p>b. not be available at a local institution and therefore the</p>

		<p>course of study is being pursued overseas; and</p> <p>c. the area of study is related to their current job or to the wider public service and forms part of the pre-determined priority listing of training needs specific to the Public Service.</p> <p>6. 2. To be eligible for the payment of salary whilst on study leave an officer should satisfy all the above criteria stipulated in 6.1 as well as should not have been in receipt of salary payment for study purposes on a prior occasion.</p> <p>This criteria does not debar the officer from applying to the Public Service Commission for leave for study purposes. Where an officer has been in receipt of salary payment for study purposes on a prior occasion he/she shall be ineligible for consideration of a further award of paid study leave while this policy is in effect.</p> <p>Notwithstanding an officer satisfying all of the above criteria, consideration will be given to the exigencies of the service in processing an officers' request for study leave.</p>
7.0	Study Leave with Pay	<p>Public Officers who satisfy the afore-mentioned criteria outlined in 6.0 above and have not been in receipt of a prior award of salary payment for study purposes shall be eligible for the payment of salary while on Study Leave under one of the following schemes of salary payment per Section 8.0.</p>
8.0	Payment of Salary Whilst on Study Leave	<p>8. 1 Category 1 –</p> <p>(i) Public Officers who have served continuously for at least ten years and over.</p> <p>The maximum period of salary payment while on study leave is 36 calendar months at the prescribed rate of:</p> <ul style="list-style-type: none"> ▪ 6 months full pay ▪ Up to 30 months (2.5 years) on half pay <p>The remaining period of leave granted under this schedule of payment shall be without pay.</p> <p>Only ten (10) awards under Category 1 shall be granted in any given calendar year.</p> <p>8. 2 Category 2 -</p> <p>(i) Public Officers who have served continuously for five years and over but under ten years.</p> <p>(ii) Public Officers with over five years definitive service who are pursuing studies in areas which are not job-specific but form part of the pre-determined priority list of Training Needs.</p>

		<p>The maximum period of salary payment while on study leave is 9 calendar months at the prescribed rate of:</p> <ul style="list-style-type: none"> ▪ 3 months full pay ▪ 6 months on half pay <p>The remaining period of leave granted under this schedule of payment shall be without pay.</p>
9.0	Study Leave without Pay	<p>Public Officers who satisfy the eligibility criteria save and except 6.1 (c) and are:</p> <ul style="list-style-type: none"> (i) pursuing studies in an area which does not form part of the priority listing of training needs for the Public Service; and/or (ii) pursuing studies which is not directly related to or in the interest of the Public Service <p>shall be eligible to utilize his/her accumulated vacation leave entitlement on full pay and any additional leave required to complete the programme of study shall be granted without pay.</p>
10.0	Resignation from the Public Service where an Officer is ineligible for the grant of Study Leave	<p>Where an officer in either of the following instances is ineligible for the grant of study leave and is desirous of pursuing a programme of study he/she will be required to resign from the Public Service:</p> <ul style="list-style-type: none"> (i) Where the officer does not hold a definitive appointment in the Public Service. (ii) Where the officer holds a definitive appointment but has not served on a continuous basis for a minimum period of five years .
11.0	Extension of Study Leave	<p>Extension of Study Leave will only be considered for the original programme of study for which the officer was initially granted study leave and where such an extension is in the interest of the Public Service.</p> <p>Where an officer requires additional time to complete the approved programme of study; undertake a re-sit due to academic failure; pursue a longer course of study; or change the programme or research track such leave may be granted, but without pay.</p> <p>Where an officer has completed an approved programme of study and is desirous of pursuing a higher programme of study without a break in studies, such a request will be considered as a new application and shall be treated as provided for in Section 12.0.</p>
12.0	Eligibility for New Study Leave Award	<p>An officer having received salary payment whilst on study leave on a prior occasion and having successfully completed his/her programme of study shall only be eligible for consideration for</p>

		study leave but without pay to pursue a new programme of study.
13.0	Bonding	<p>It is mandatory that all qualifying public officers honour the terms and conditions of their award and enter into a bond agreement to serve within the Public Service upon completion of the particular Study Leave award.</p> <p>A returning officer's first call to duty is to his/her substantive Ministry in which he/she was granted the Study Leave award.</p> <p>No bond shall be required in the following cases. However this shall by no means prejudice an officer's obligation for bonding for the receipt of a scholarship, financial award or any other form of training award received from or thru Government to be pursued during the said period of study leave.</p> <ul style="list-style-type: none"> (i) Grant of No-Pay Study Leave (ii) Salary payment valued at less than EC \$5,000.00 <p>Officers granted more than one paid study leave award for the same programme of study shall be required to execute a bond when the cumulative monetary value exceeds EC \$5,000.00.</p>
14.0	Resumption of Duty on Expiration of Study Leave and Commencement Date of Servicing Bond	<p>On expiration of the period of study leave the officer shall be required to immediately report to duty, unless otherwise advised by the Public Service Commission. The date for reporting to duty shall be taken as the first working day following the last day of the study leave award.</p> <p>The commencement date for servicing the bond shall be calculated from the first date the officer reports to work after completing the Study Leave award.</p>
15.0	Reporting for Duty during the period of Study Leave	<p>Officers desirous of reporting to duty during their vacation period shall do so only on the expressed permission of the Public Service Commission. During this period the award of study leave shall be suspended and the officer shall receive remuneration concomitant to the post assigned. The officer is also eligible to accrue vacation leave proportionately according to the period of duty served.</p> <p>Upon recommencement of the course of study the officer shall be deemed to have recommenced his/her period of study leave under the terms and conditions of the original award.</p>
16.0	Completing the Bond prior to Disbursement of Salary Payment	<p>Officers approved for the payment of salary whilst on study leave shall be required to complete their bond prior to the receipt of salary payment. The Permanent Secretary/Head of Department of the Ministry/Department to which the officer belongs shall be held responsible for having the bond process completed by the officer and the bond document lodged with the agency responsible for bonding before the disbursement of salary payments to the officer.</p>

<p>17.0</p>	<p>Monetary Value of Bond</p>	<p>The monetary value of an officer’s bond shall be dependent on the level of monetary support/sponsorship received from Government during the period of study leave. The bond value shall be computed using one of the following formulas:</p> <p><i>Paid Study Leave Only</i></p> <p>(i) Where an officer self-sponsors his/her training, the monetary value for the study leave bond shall be calculated as the sum total of salaries and any allowances received during the period of study leave.</p> <p><i>Paid Study Leave plus Training Award and/or Financial Aid</i></p> <p>(ii) Where the cost of training is borne by Government the amount of an officer’s bond shall be the estimated cost of training, including the value of salary and allowances payable during the period of training.</p> <p>The total amount of such expenditure shall be the extent of an officer’s indebtedness to Government.</p> <p>In cases where an officer fails to complete the programme of study he/she will be indebted to Government for the value of salary payment, any allowances, and where applicable the sum of investment made in the training course up to the date of his/her withdrawal.</p> <p>Where a programme of study cannot be completed due to major illness or death, Government may consider on a case by case basis the granting of a waiver for the repayment of the bond value.</p> <p>Study Leave without pay</p> <p>No bond shall be required in the case of grant of study without pay</p>														
<p>18.0</p>	<p>Calculation of Bond Period</p>	<p>For the purpose of study leave only the bond period shall be determined by the value of salary payment received by the officer.</p> <table border="0"> <thead> <tr> <th>Value of Salary Payment</th> <th>Bond Period</th> </tr> </thead> <tbody> <tr> <td>EC \$0 - \$5,000</td> <td>No bond</td> </tr> <tr> <td>EC \$ 5,001 – EC \$15,000</td> <td>One year</td> </tr> <tr> <td>EC \$15,001 – EC \$30,000</td> <td>Two years</td> </tr> <tr> <td>EC \$30,001 – EC \$45,000</td> <td>Three years</td> </tr> <tr> <td>EC \$45,001 – EC \$60,000</td> <td>Four years</td> </tr> <tr> <td>EC \$60,001 ></td> <td>Four and one half years</td> </tr> </tbody> </table>	Value of Salary Payment	Bond Period	EC \$0 - \$5,000	No bond	EC \$ 5,001 – EC \$15,000	One year	EC \$15,001 – EC \$30,000	Two years	EC \$30,001 – EC \$45,000	Three years	EC \$45,001 – EC \$60,000	Four years	EC \$60,001 >	Four and one half years
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		<p>Officers who receive paid study leave as well as a scholarship, financial assistance and/or or any other form of training award shall be required to serve a computed bond period not exceeding five years, reflective of the bond requirements of each award.</p> <p>The bond period for scholarships, financial assistance and other training awards may be determined by the duration of the award.</p>
19.0	Enforcement of Bond and Payment to Government where an Officer Breaches the Bond Agreement	In cases where an officer breaches the Bonding Agreement, Government shall recover from the officer or his/her sureties the cost of the award calculated on a pro-rated basis.
20.0	Utilisation of Vacation Leave towards Study Purposes	When an officer is required or selected by Government to undertake any course of study (including any training course or refresher course), he/she will be required to use for this purpose a portion of his/her vacation leave according to the duration of the course of study as prescribed in the enforced Public Service Staff Orders.
21.0	Accrual of vacation leave while on Study Leave	While on Study Leave an officer shall cease to accrue vacation leave.
22.0	Suspension of Salary Payment while on Study Leave	Where an officer fails to adhere to the terms and conditions of the study leave award while in the programme of study, the payment of salary may be suspended until the stipulated requirements are honoured by the officer.
23.0	Deferral of Study Leave with pay award	<p>An award of salary payment whilst on study leave can only be deferred to the next immediate intake date within the same academic year. Study leave with pay awards cannot be deferred nor carried over to a subsequent academic year.</p> <p>Where an officer is unable to utilise his/her study leave award he/she shall be required to request a cancellation of the award and make a new application for study leave and the payment of salary for the new study period.</p>