



# Te Kawa Mataaho

Public Service Commission

6 June 2024

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## Official Information Request

**Our Ref: OIA 2024-0113**

I refer to your official information request received on 8 May 2024 where you asked:

*“In my request for study leave entitlements across the public service, my request was qualified “by level of qualification”. I want to remove that qualification to ask does the PSC hold study leave entitlements of Public Service agencies (not by level of qualification)?”*

### Our response

Te Kawa Mataaho Public Service Commission (the Commission) has a statutory role in employment matters at Public Service departments and departmental agencies, this existed in the State Sector Act 1988 and continues in the Public Service Act 2020 (the Act). The Public Service Commissioner is responsible for bargaining at Public Service departments, but generally delegates that to the chief executive of each agency. The Commission retains a role in bargaining, ensuring that the Government’s expectations for public sector employment relations are realised by agencies, and the purpose of the Act is realised through the terms under which public servants are employed.

To support this work the Employment Relations team at the Commission has an interest in understanding of the terms and conditions public servants are employed under and, in particular, those in collective agreements. Since 2021 the Employment Relations team at the Commission has undertaken analysis of a range of provisions across Public Service collective employment agreements.

### Information being released

Please find outlined in the table attached as an appendix, Collective Agreement Study Leave Clauses and the name of the Agency it applies to, that the Commission holds this information for.

It is important to note that this is not a complete list of all the Public Service Departments and Agencies. You will need to contact the agencies not listed in the table to obtain this information from them directly.

If you wish to discuss this decision with us, please feel free to contact [Ministerial.Services@publicservice.govt.nz](mailto:Ministerial.Services@publicservice.govt.nz).

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Nicky Dirks', with a stylized, cursive script.

Nicky Dirks

**Manager – Ministerial and Executive Services**  
**Te Kawa Mataaho Public Service Commission**

Agency name	Collective Agreement Study Leave Clause
Crown Law Office	<p><b>Employee Development</b></p> <p>5.1.1 Crown Law has a strong emphasis on developing employees. Provision of in-house programmes cover such areas as the practice and development of the law, information resources, technology, leadership development and business practices. Participation and attendance at external seminars and conferences is actively encouraged.</p> <p>5.1.2 Professional development may include leave to enable employees to undertake a course of study to complete relevant qualifications, to attend courses and seminars and to undertake research projects which are relevant to Crown Law, and which facilitate an employee's growth and development. Employees may also be reimbursed for course fees for approved study, in accordance with Crown Law's Study Assistance Policy (7198384).</p> <p>5.1.3 All permanent counsel who do not hold a practising certificate will, as soon as practicable for everyone after their appointment, undertake the Professional Legal Studies Course, without loss of salary. The course fees shall be paid by Crown Law.</p> <p>5.1.4 Crown Law encourages employees to seek out alternative training and development opportunities to the above, and to discuss these with their Manager.</p>
Department of Conservation #1	<p><b>3.13 Study Leave</b></p> <p>An employee may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p>In determining the support for study, the employer in consultation with the employee, will take into account:</p> <ul style="list-style-type: none"> <li>• the time commitment required of the employee</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on the job or practical experience, examinations and assessments</li> <li>• additional support available such as use of work facilities and technology</li> <li>• the impact of the leave on the work of Te Papa Atawhai and on the workload of the employee and others</li> <li>• affordability of providing the support to the employee.</li> </ul>
Department of Conservation #2	<p><b>4.15 Study Leave</b></p> <p>An employee may be granted leave to undertake a programme of study as agreed with their manager. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p>

<p>Department of Corrections #1</p>	<p><b>Personal Development &amp; Performance</b></p> <p>The Department will provide appropriate training to enable employees to perform their role safely and efficiently, including a schedule of core training programmes appropriate to the position for newly appointed and for existing employees.</p> <p>Employees have a responsibility to participate in the training opportunities offered and continue to improve their level of competency.</p> <p>The Department may approve leave to enable employees to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake research projects which are relevant to the Department and which facilitate the wider growth and development of the employee concerned.</p>
<p>Department of Corrections #2</p>	<p><b>Personal Development</b></p> <p>CC will provide training and instruction as may reasonably be necessary to equip staff for the safe, efficient and proper performance of their work. All staff have a responsibility to participate in the training opportunities offered and continue to improve their level of competency.</p> <p>CC may approve leave to enable staff to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake research projects which are relevant to the Department and which facilitate the wider growth and development of the staff concerned.</p>
<p>Department of Corrections #3</p>	<p><b>Personal Development &amp; Performance</b></p> <p>The Department will provide appropriate training to enable employees to perform their role safely and efficiently, including a schedule of core training programmes appropriate to the position for newly appointed and for existing employees.</p> <p>Employees have a responsibility to participate in the training opportunities offered and continue to improve their level of competency.</p> <p>Regular Performance Development Conversations will ensure that Psychologists understand their role within the Department; what is expected of them; and how their role contributes to the Department's goal of reducing re-offending and ensuring staff safety.</p> <p>The Department may approve leave to enable employees to undertake a course of <b>study</b> to complete qualifications, to attend courses and seminars and to undertake research projects which are relevant to the Department and which facilitate the wider growth and development of the employee concerned</p>



<p>Department of Corrections #4</p>	<p style="text-align: center;"><b>PROFESSIONAL AND PERSONAL DEVELOPMENT</b></p> <hr/> <p>The Department will provide appropriate training to enable employees to perform their role safely and efficiently, including a schedule of core training programmes appropriate to the position for newly appointed and for existing employees.</p> <p>Employees have a responsibility to participate in training opportunities offered and continue to improve their level of competency.</p> <p>The Department may provide leave to enable employees to undertake a course of study to complete qualifications, to attend courses and seminars, and to undertake research projects which are relevant to the Department and which facilitate the wider growth and development of the employee concerned.</p>
<p>Department of Corrections #5</p>	<p><b>PDRP Leave</b></p> <p>Employees working on preparing a portfolio and obtaining or maintaining skill levels associated with the Professional Development and Recognition Programme are entitled to additional leave in order to undertake research or study associated with meeting the PDRP requirements as follows:</p> <p>Proficient - 1 day per annum (p.a.).</p> <p>Expert/Accomplished - 2 days p.a.</p>
<p>Department of Corrections #6</p>	<p><b>Personal Development &amp; Performance</b></p> <p>The Department will provide appropriate training to enable employees to perform their role safely and efficiently, including a schedule of core training programmes appropriate to the position for newly appointed and for existing employees.</p> <p>Employees have a responsibility to participate in the training opportunities offered and continue to improve their level of competency.</p> <p>The Department may approve leave to enable employees to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake research projects which are relevant to the Department, and which facilitate the wider growth and development of the employee concerned.</p>
<p>Department of Corrections #7</p>	<p><b>Personal Development &amp; Performance</b></p> <p>The Department will provide appropriate training to enable employees to perform their role safely and efficiently, including a schedule of core training programmes appropriate to the position for newly appointed and for existing employees.</p> <p>Employees have a responsibility to participate in the training opportunities offered and continue to improve their level of competency.</p> <p>The Department may approve leave to enable employees to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake research projects which are relevant to the Department and which facilitate the wider growth and development of the employee concerned.</p>

<p>Department of Internal Affairs #1</p>	<p><b>5.3.1 Study Leave</b></p> <p>Leave may be approved to enable an employee to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake projects which are relevant to the Department.</p>
<p>Department of Internal Affairs #2</p>	<p><b>5.4.1 Study Leave</b></p> <p>Leave may be approved to enable an employee to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake projects which are relevant to the Department.</p>
<p>Education Review Office</p>	<p><b>7.14 Study Leave</b></p> <p><b>7.14.1</b> The Chief Executive may approve study leave to enable Employees to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake research on projects which are relevant to the work of ERO and which facilitate their professional learning and development. Refer to policy on Te Tui.</p>
<p>Government Communications Security Bureau</p>	<p><b><u>5.1 Study Assistance</u></b></p> <p>The Bureau’s study assistance provisions aim to enhance the effectiveness of the Bureau as well as support the principle of on-going staff development. ICSS Employee Development policy can be found on the Intranet under Business Policy.</p>
<p>Inland Revenue #1</p>	<p><b>6.7.4 Study leave</b></p> <p>An employee may be granted leave to undertake a programme of study, including Te reo Māori and tikanga cultural development, as agreed with IR.</p> <p>Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops and attendance and preparation for examinations and assessments; contribution to course fees; or use of work facilities.</p> <p>IR, in consultation with the employee, in determining the support for study will <u>take into account</u>:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the employee</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules</li> <li>• on the job or practical experience, examinations and assessments</li> <li>• additional support available such as use of work facilities and technology</li> <li>• the impact of the leave on the organisation and on the workload of the employee and others</li> <li>• affordability of providing the support to the employee.</li> </ul>



<p>Inland Revenue #2</p>	<p><b>6.7.4 Study Leave.</b>  An employee may be granted leave to undertake a programme of study as agreed with Inland Revenue.</p> <p>Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops and attendance and preparation for examinations and assessments; contribution to course fees; or use of work facilities.</p> <p>Inland Revenue, in consultation with the employee, in determining the support for study will take into account:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the employee;</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on the job or practical experience, examinations and assessments;</li> <li>• additional support available such as use of work facilities and technology;</li> <li>• the impact of the leave on the organisation and on the workload of the employee and others;</li> <li>• affordability of providing the support to the employee.</li> </ul> <p>Further information can be found in the People Policies &amp; Guidelines on the Inland Revenue intranet.</p>
<p>Inland Revenue #3</p>	<p><b>6.7.3 Study leave</b>  An employee may be granted leave to undertake a programme of study as agreed with IR.</p> <p>Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops and attendance and preparation for examinations and assessments; contribution to course fees; or use of work facilities.</p> <p>IR, in consultation with the employee, in determining the support for study will take into account:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the employee</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules</li> <li>• on the job or practical experience, examinations and assessments</li> <li>• additional support available such as use of work facilities and technology</li> <li>• the impact of the leave on the organisation and on the workload of the employee and others</li> <li>• affordability of providing the support to the employee.</li> </ul>
<p>Land Information New Zealand</p>	<p><b>Section 4. Learning and Development</b></p> <p><b>4.1 Learning and Development Approach</b></p> <p>4.1.1 LINZ is committed to encouraging the learning and the development of our people and that commitment is set out in our policies along with details of the support we offer. Our investment in the development of our people aligns with our strategic direction, our priorities and benefits the work we do and the service we provide now and into the future. We support our people to build capability, including in Te Reo and Tikanga, to engage effectively with Māori and iwi in furthering the Māori-Crown relationship.</p> <p>4.1.2 Managers and employees will regularly discuss the employee's development needs, priorities and aspirations in order to reach an agreement on the individual's development plan. The majority of development is expected to be on-the-job learning (which includes learning by doing, the allocation of project work, special assignments, secondment opportunities, acting opportunities). This may be supplemented with e-learning, course attendance, and study assistance.</p>

Ministry for Culture and Heritage

Professional development opportunities may include, but are not limited to:

- on the job training;
- internal training courses;
- external courses/conferences;
- project work within the Ministry;
- presenting papers at conferences/publishing;
- study assistance;
- mentoring;
- career counselling;
- sabbaticals;
- secondment; and/or
- achieving recognised qualifications.

Approval for leave may be granted, either with or without pay, to enable members to undertake courses of study. Reimbursement of study-related costs and time off to prepare for or to sit examinations may also be approved. The study assistance policy is available on the intranet.



<p>Ministry for Disabled People</p>	<p><b>11.5 Study leave</b></p> <p>(Note: Refer <a href="#">Section 16</a> for MoH staff who transferred under s86.)</p> <p>Employees may be granted leave to undertake a programme of study as agreed with the Whaikaha. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments, contribution to course fees, or use of work facilities.</p> <ul style="list-style-type: none"> <li>• Whaikaha, in consultation with the employee, in determining the support for study, will take into account:</li> <li>• The time commitment required and the workload</li> <li>• Programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations, and assessments</li> <li>• Additional support available such as use of work facilities and technology</li> <li>• The impact of leave on the work of the organisation and on the workload of the employee and others; and</li> <li>• Affordability of providing the support to the employee.</li> </ul> <p><b>16.9 Career development and study</b></p> <p>The Ministry aims to encourage and provide employees covered by this agreement with appropriate career development opportunities to help them reach their potential.</p> <p>Employees and their manager will discuss career development opportunities relevant to their current and future Ministry roles when they discuss their annual performance and development plan (PDP). This may include agreeing on the type and conditions of support to be provided by the Ministry.</p> <p>An employee may be granted reasonable study leave to undertake a programme of study at the prior approval of the employer. The programme of study must be relevant to both the employee’s professional development and the operations and development of the Ministry.</p> <p>Support for study leave will include paid study leave of up to 6 hours per week. Additional support for study leave may also include additional paid or unpaid leave and support for attendance at lectures, tutorials, workshops and attendance and preparation for examinations or assessments; contributions to course fees; and the use of work facilities and technology.</p> <p>The Ministry, in consultation with the employee, will determine the support and leave to be approved for study, by taking into account:</p> <ul style="list-style-type: none"> <li>• The time commitment required and the workload of the employee</li> <li>• The impact of the leave on the work of the organisation and on the workload of the employee and others</li> <li>• The study programme requirements (i.e., attendance at lectures and workshops etc.).</li> <li>• Affordability of providing the support to the employee.</li> </ul>
<p>Ministry for Primary Industries #1</p>	<p><b>5.10 Study Assistance</b></p> <p>Study Assistance does not include Ministry-required training, for which all time and costs are covered by MPI. Due to the nature of observer assignments, paid study leave is not available, though other assistance may be as set out below.</p> <p>All observers will be provided fair and equal access to professional development opportunities subject to business need and consistent with MPI policies and procedures. This will include active encouragement and the opportunity to improve their proficiency in Te Reo Maori at MPI expense.</p>

	<p>All study must be relevant to the work of MPI and be seen to be facilitating the observer's wider growth and development. To enable observers to undertake a course of study to complete qualifications, attend courses or seminars or undertake research or projects the Director General may approve reimbursement of study related costs, e.g. tuition and examination fees where the course of study is successfully completed.</p> <p>In determining the level of support for study related costs, MPI, in consultation with the observer, will take into account:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the observer;</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• additional support available such as use of work facilities and technology; and</li> <li>• the affordability of providing the support to the observer.</li> </ul> <p>Study awards may also be granted to enable observers to undertake full-time university study for recruitment and development purposes. Such awards may include the payment of full or part wages, study-related expenses, transfer expenses and standard leave entitlements.</p>
<p>Ministry for Primary Industries #2</p>	<p><a href="#">23.5 Study Leave and Assistance</a></p> <p>All employees will be provided fair and equal access to professional development opportunities as per the Ministry's policy ("Organisational Procedures: Study Assistance").</p>
<p>Ministry for Primary Industries #3</p>	<p><b>9.3. Study Assistance</b></p> <p><b>9.3.1.</b></p> <p>The Director-General may approve study leave to enable employees to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake research or projects which are relevant to the work of MPI and which facilitate their wider growth and development.</p>
<p>Ministry for Primary Industries #4</p>	<p><a href="#">5.15 Study Leave and Assistance</a></p> <p>All employees will be provided fair and equal access to professional development opportunities subject to business need and consistent with MPI policies and procedures. This will include active encouragement and the opportunity to improve their proficiency in Te Reo Maori at MPI expense.</p>

All study must be relevant to the work of MPI and be seen to be facilitating the employee's wider growth and development. To enable employees to undertake a course of study to complete qualifications, attend courses or seminars or undertake research or projects the Director-General may approve:

- study leave with or without pay. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; and
- travel time and reimbursement of study related costs, e.g., tuition and examination fees where the course of study is successfully completed.

In determining the level of support for study leave and study related costs, MPI, in consultation with the employee, will take into account:

- The time commitment required and the workload of the employee;
- Programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;
- Additional support available such as use of work facilities and technology;
- The impact of the leave on the work of the organisation and on the workload of the employee and others; and
- The affordability of providing the support to the employee.

Study awards may also be granted to enable employees to undertake full-time university study for recruitment and development purposes. Such awards may include the payment of full or part salary, study-related expenses, transfer expenses and standard leave entitlements.



<p>Ministry for Primary Industries #5</p>	<p><b>55. Study Leave</b></p> <p>The Director General may approve study leave with or without pay to enable employees to undertake a course of study to complete qualifications, attend courses or seminars or undertake research or projects. The study must be relevant to the work of MPI and be seen to be facilitating the employee's growth and development.</p> <p>Approval may also be granted, on such conditions as the Director General may decide, for leave to sit examinations and for study leave prior to such examinations.</p> <p>Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <ul style="list-style-type: none"> <li>• The employer, in consultation with the employee, in determining the support for study, will take into account:</li> <li>• the time commitment required and the workload of the employee,</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• additional support available such as use of work facilities and technology;</li> <li>• the impact of the leave on the work of the organisation and on the workload of the employee and others.</li> <li>• affordability of providing the support to the employee.</li> </ul>
<p>Ministry for the Environment</p>	<p><b>17.13 Whakamatuatanga Ako</b> Study Leave</p> <p>You may be granted leave to undertake a programme of study as agreed with the Ministry. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p><b>17.13.1 Ngā paearu whakamatuatanga ako</b> Study Leave Criteria</p> <p>In determining the support for study, the Ministry in consultation with the employee, will take into account:</p> <ul style="list-style-type: none"> <li>◆ the time commitment required and your workload;</li> <li>◆ programme requirements such as attendance at lectures or workshops; residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>◆ additional support available such as use of work facilities and technology;</li> <li>◆ the affordability of providing that support;</li> <li>◆ the impact of the leave on the Ministry's work and on your workload and the workload of your colleagues;</li> <li>◆ whether there is a benefit to both your development and the current and ongoing needs of the Ministry.</li> </ul>



<p>Ministry for Women</p>	<p><b>Study Leave</b></p> <p>An employee may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p>The Ministry, in consultation with the employee, will take into account the following when determining the support for study:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the employee</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments</li> <li>• additional support available such as use of work facilities and technology</li> <li>• the impact of the leave on the work of the organisation and on the workload of the employee and others</li> <li>• affordability of providing the support to the employee.</li> </ul>
<p>Ministry of Business Innovation and Employment #1</p>	<p><b>Study assistance</b></p> <p><b>You</b> may be granted leave or payments to undertake a programme of study. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments, contribution to course fees, or use of work facilities.</p> <p>In determining the support for study, MBIE in consultation with you, will take into account the:</p> <ul style="list-style-type: none"> <li>• time commitment required and your workload,</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments,</li> <li>• additional support available, such as use of work facilities and technology,</li> <li>• impact of the leave on the work of MBIE and on your workload and others,</li> <li>• affordability of providing the support to you.</li> </ul> <p>Study awards may also be granted for full-time university study. Such awards may include the payment of full or part salary, study-related expenses, transfer expenses and standard leave entitlements. For more information on this see MBIE's policies and procedures.</p>
<p>Ministry of Business Innovation and Employment #2</p>	<p><b>Study assistance</b></p> <p><b>You</b> may be granted leave or payments to undertake a programme of study. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and</p>

	<p>attendance and preparation for examinations or assessments, contribution to course fees, or use of work facilities.</p> <p>In determining the support for study, MBIE in consultation with you, will take into account the:</p> <ul style="list-style-type: none"> <li>• time commitment required and your workload,</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments,</li> <li>• additional support available, such as use of work facilities and technology,</li> <li>• impact of the leave on the work of MBIE and on your workload and others,</li> <li>• affordability of providing the support to you.</li> </ul> <p>Study awards may also be granted for full-time university study. Such awards may include the payment of full or part salary, study-related expenses, transfer expenses and standard leave entitlements. For more Information on this see MBIE’s policies and procedures.</p>
Ministry of Education #1	<p><b>Leave to Attend Conferences, Conventions and Courses</b></p> <p>Paid leave may be granted for employees to attend conferences, conventions and courses where the attendance:</p> <p>(a) Will benefit both the Ministry and the employee;</p> <p>(b) Is at the convenience of the Ministry and has been approved in advance.</p>
Ministry of Education #2	<p><b>Study Leave</b></p> <p>An employee may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops and attendance and preparation for examinations or assessments; contribution to course fees, or use of work facilities.</p>
Ministry of Education #3	<p><b>Professional Development Leave</b></p> <p>Employees shall be granted two days per year paid professional development leave, the timing of this leave will be negotiated and agreed between the employee and employer. All professional development options including, but not limited to, professional seminars, courses, and conferences directly related to their work.</p>
Ministry of Education #4	<p>Employees may apply for study leave and financial assistance where they wish to engage in further study or other external development opportunities.</p>
Ministry of Education #5	<p>Employees may apply for study leave and financial assistance where they wish to engage in further study or other external development opportunities.</p>



Ministry of Health #1	<p><b>5.2 Career development and study</b></p> <p>The Ministry aims to encourage and provide employees covered by this agreement with appropriate career development opportunities to help them reach their potential.</p> <p>Employees and their manager will discuss career development opportunities relevant to their current and future Ministry roles when they discuss their annual performance and development plan (PDP). This may include agreeing on the type and conditions of support to be provided by the Ministry.</p> <p>An employee may be granted reasonable study leave to undertake a programme of study at the prior approval of the employer. The programme of study must be relevant to both the employee's professional development and the operations and development of the Ministry.</p> <p>Support for study leave will include paid study leave of up to 6 hours per week. Additional support for study leave may also include additional paid or unpaid leave and support for attendance at lectures, tutorials, workshops and attendance and preparation for examinations or assessments; contributions to course fees; and the use of work facilities and technology.</p> <p>The Ministry, in consultation with the employee, will determine the support and leave to be approved for study, by taking into account:</p> <ul style="list-style-type: none"> <li>• The time commitment required and the workload of the employee</li> <li>• The impact of the leave on the work of the organisation and on the workload of the employee and others</li> <li>• The study programme requirements (i.e. attendance at lectures and workshops etc.).</li> <li>• Affordability of providing the support to the employee.</li> </ul>
Ministry of Health #2	<p><b>5.1 Development</b></p> <p>The Ministry aims to encourage and provide employees covered by this agreement with appropriate career development opportunities to help them reach their potential and to meet their Continuing Medical/ Dental Education (CMDE) requirements relating to their Ministry of Health role and speciality.</p> <p>The Ministry, in consultation with the employee, will determine the support and leave to be approved for career/ personal professional development, by taking into account:</p> <ul style="list-style-type: none"> <li>• The time commitment required and the workload of the employee</li> <li>• The impact of the leave on the work of the organisation and on the workload of the employee and others</li> <li>• The study programme requirements (i.e. attendance at lectures and workshops etc.).</li> <li>• Affordability of providing the support to the employee.</li> </ul>
Ministry of Justice #1	<p><b>7.12 Ako Study Leave</b></p> <p>7.12.1 An employee may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p>7.12.2 In determining the support for study, the employer in consultation with the employee, will take into account:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the employee;</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• additional support available such as use of work facilities and technology;</li> <li>• the impact of the leave on the work of the organisation and on the workload of the employee and others.</li> <li>• affordability of providing the support to the employee.</li> </ul>

<p>Ministry of Justice #2</p>	<p><b>7.12 Ako Study Leave</b></p> <p>7.12.1 An employee may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p>7.12.2 In determining the support for study, the employer in consultation with the employee, will take into account:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the employee;</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• additional support available such as use of work facilities and technology;</li> <li>• the impact of the leave on the work of the organisation and on the workload of the employee and others.</li> <li>• affordability of providing the support to the employee.</li> </ul>
<p>Ministry of Social Development #1</p>	<p><b>11.5 Study leave</b></p> <p>Employees may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments, contribution to course fees, or use of work facilities.</p> <p>The employer, in consultation with the employee, in determining the support for study, will take into account:</p> <ul style="list-style-type: none"> <li>• The time commitment required and the workload of the employee;</li> <li>• Programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• Additional support available such as use of work facilities and technology;</li> <li>• The impact of leave on the work of the organisation and on the workload of the employee and others; and</li> <li>• Affordability of providing the support to the employee.</li> </ul>
<p>Ministry of Social Development #2</p>	<p><b>11.5 Study leave</b></p> <p>Employees may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include: paid or unpaid leave for attendance at lectures, tutorials and workshops, and attendance and preparation for examinations or assessments; contributions to course fees; or the use of work facilities.</p> <p>The employer, in consultation with the employee, in determining the support for study, will take into account:</p> <ul style="list-style-type: none"> <li>• The time commitment required and the workload of the employee;</li> <li>• Programme requirements, such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• Additional support available, such as the use of work facilities and technology;</li> <li>• The impact of leave on the work of the organisation and on the workload of the employee and others; and</li> <li>• The affordability of providing the support to the employee.</li> </ul>



<p>Ministry of Social Development #3</p>	<p><b>7.8. Study Leave</b></p> <p>Employees may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p>The employer, in consultation with the employee, in determining the support for study, will take into account:</p> <ul style="list-style-type: none"> <li>• The time commitment required and the workload of the employee;</li> <li>• Programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• Additional support available such as use of work facilities and technology;</li> <li>• The impact of leave on the work of the organisation and on the workload of the employee and others;</li> <li>• Affordability of providing the support to the employee.</li> </ul>
<p>Ministry of Social Development #4</p>	<p><b>4.4 Capability and Career Development Approach</b></p> <p>MSD aims to encourage and provide employees with appropriate career development opportunities to assist them to reach their full potential and facilitate their job security by developing portable skills and attributes.</p> <p>Employees and their manager should discuss career development opportunities during their regular conversations. This may include agreeing on the conditions and type of support provided by MSD.</p> <p>Individual career development opportunities can be, but are not limited to:</p> <ul style="list-style-type: none"> <li>• On-the-job learning opportunities and experiences;</li> <li>• Internal training courses;</li> <li>• External courses/conferences;</li> <li>• Study assistance;</li> <li>• Coaching, mentoring and buddying of others;</li> <li>• Secondment, short term covering and support of others; and/or</li> <li>• Achieving recognised qualifications.</li> </ul>

<p>Ministry of Transport</p>	<p><b>Study Leave</b></p> <p>5.16.1 The Ministry may grant study leave and assistance to members who wish to undertake study, research or projects that are relevant to their employment and that will assist in the member's professional development.</p> <p>5.16.2 Members should discuss their wishes before they enrol for a course of study.</p> <p>5.16.3 The Ministry in consultation with the member will at least consider the following:</p> <ul style="list-style-type: none"> <li>a the time commitment required and the workload of the employee;</li> <li>b programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>c additional support available such as use of work facilities and technology; and</li> <li>d the impact of the leave on the work of the organisation and on the workload of the employee and others.</li> </ul> <p>The Ministry and member may agree to matters such as, but not limited to:</p> <ul style="list-style-type: none"> <li>a Paid leave or time-off to attend courses, lectures, and vocation courses associated with correspondence study;</li> <li>b Paid leave prior to, and for sitting the exam;</li> <li>c Unpaid leave where the course is not specifically work related;</li> <li>d Reimbursement of fees/costs.</li> </ul>
<p>New Zealand Customs Service</p>	<p><b>Study Leave</b></p> <p>Employees may be granted leave to undertake a programme of study as agreed with Customs.</p> <p>Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p>In determining the support for study Customs, in consultation with the employee, will take into account:</p> <ul style="list-style-type: none"> <li>• The time commitment required and the workload of the employee,</li> <li>• Programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• Additional support available, such as use of work facilities and technology;</li> <li>• The impact of the leave on the work of Customs and on the workload of the employee and others.</li> <li>• Affordability.</li> </ul> <p>See the Study Assistance policy for details.</p>

### 3 Leadership

Leaders that have the right skills and knowledge to stimulate organisational growth and success are critical to the delivery of the Ministry's work programme.

The Ministry aims to encourage and provide employees with appropriate career development opportunities to assist them to reach their full potential and to facilitate their job security by

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developing portable skills and attributes.

Employees and their managers should discuss career development opportunities at the same time of their performance assessments and coaching. This may include agreeing the conditions and type of support provided by the Ministry. Career development opportunities can be:

- On the job training;
- Internal training courses;
- External courses/conferences;
- Study assistance;
- Secondment opportunities; and
- Achieving recognised qualifications.

Oranga Tamariki –  
Ministry for Children #2

## 6.2 Study Assistance

Oranga Tamariki may approve study leave to enable employees to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake research or projects which are relevant to the work of Oranga Tamariki and which facilitates their wider growth and development. This includes the facility to approve Social Work bursaries.

Oranga Tamariki may, on such conditions as they may decide, grant, for such approved study leave, leave with or without pay, travelling time between headquarters and the learning institution, and reimbursement of study related costs e.g. tuition and examination fees where the course of study is successfully completed.

Approval may also be granted, on such conditions as Oranga Tamariki may decide for leave to sit examinations and for study leave prior to such examinations.

Study awards may also be granted to enable employees to undertake full-time university study for recruitment and staff development purposes. Such awards may include the payment of full or part salary, study related expenses, transfer expenses and standard leave entitlements.

Staff will also be supported to achieve particular skills, such as language and cultural skills, that are necessary to meet the requirements of job descriptions and competencies. The support provided for approved relevant courses will include paid time off and the cost of fees, as negotiated for each individual staff member.

Staff will be encouraged to undertake study which is relevant to the work of Oranga Tamariki and which leads to the achievement of recognised social work and management qualifications. Attendance at courses and seminars, and undertaking selected research or projects work is also consistent with the objectives of Oranga Tamariki to develop its professional base.

The support provided for approved relevant study will cover full-time bursaries, part-time study and extra-mural study.

For full-time bursaries, current base salary will be maintained, course fees will be met and there may be assistance provided for other course costs and transfer expenses. Bursars will be bonded on a year for year basis and will be expected to return to work during vacations where they do not choose to use annual leave or where the academic institution does not require them to be available for study purposes.

For part-time and extra-mural study, approval may be granted for a range of assistance measures including:

- Study hours - normally assessed at four hours per week per paper - to cover attendance at lectures and tutorials, travel time and any vacation courses. Study hours approved in an individual case may be accumulated on negotiation with the local manager.
- Course fees - normally half would be paid in advance, to be refunded if the course is not completed successfully.
- Assistance with other ancillary costs such as books costs - depending on the availability of funds and not normally exceeding \$100 per paper.
- Assistance at residential courses covering both travel, accommodation and time may be negotiated on a case-by-case basis.

Oranga Tamariki –  
Ministry for Children #3

### Study leave

Employees may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.

The employer, in consultation with the employee, in determining the support for study, will take into account:

- the time commitment required and the workload of the employee
- programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments
- additional support available such as use of work facilities and technology
- the impact of leave on the work of the organisation and on the workload of the employee and others
- affordability of providing the support to the employee.



<p>Oranga Tamariki – Ministry for Children #4</p>	<p><b>Study and sabbatical leave</b></p> <p>Employees may be granted leave to undertake a programme of study as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p>The employer, in consultation with the employee, in determining the support for study, will take into account:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the employee;</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations and assessments;</li> <li>• additional support available such as use of work facilities and technology;</li> <li>• the impact of leave on the work of the organisation and on the workload of the employee and others; and</li> <li>• the affordability of providing the support to the employee.</li> </ul> <p>Employees may be granted sabbatical leave for up to 12 months to undertake courses of study or further development or research that will have a directly beneficial relationship to Oranga Tamariki.</p>
<p>Oranga Tamariki – Ministry for Children #5</p>	<p><b>3. Leadership</b></p> <p>Leaders that have the right skills and knowledge to stimulate organisational growth and success are critical to the delivery of the Oranga Tamariki work programme.</p> <p>Oranga Tamariki aims to encourage and provide employees with appropriate career development opportunities to assist them to reach their full potential and to facilitate their job security by developing portable skills and attributes.</p> <p>Employees and their managers should discuss career development opportunities at the same time of their performance assessments and coaching. This may include agreeing the conditions and type of support provided by Oranga Tamariki.</p> <p>Career development opportunities can be:</p> <ul style="list-style-type: none"> <li>• On the job training.</li> <li>• Internal training courses.</li> <li>• External courses/conferences.</li> <li>• Study assistance.</li> <li>• Secondment opportunities.</li> <li>• Achieving recognised qualifications.</li> </ul> <p>Employees covered by this Agreement will be entitled to a minimum 20 hours per calendar year paid time off for professional development. Additional paid time off can be agreed between the employee and their manager.</p>
<p>Public Service Commission</p>	<p><b>Leave for approved study</b></p> <p>Te Kawa Mataaho may approve special leave, with or without pay, to enable employees to undertake a course of study to complete qualifications, to attend courses and seminars and to undertake research or projects which are relevant to the work of Te Kawa Mataaho, and which facilitate their wider growth and development.</p> <p>Te Kawa Mataaho may on such conditions as it may decide, grant for such approved study, special leave with or without pay for travelling time between the place of work and the learning institution, and the reimbursement of study-related costs, e.g., tuition and examination fees, where the course of study is successfully completed.</p>

	<p>Approval may also be granted on such conditions as Te Kawa Mataaho may decide for leave to sit examinations and for study leave prior to such examinations.</p>
Stats NZ	<p><b>6.1.2 Career Development</b></p> <p>Stats NZ is committed to working in partnership with its employees to develop and grow skills and abilities.</p> <p>Stats NZ provides for the on-going development of its employees through a combination of:</p> <ul style="list-style-type: none"> <li>• Various “core learning” offerings, delivered via a range of formats, which aim to lift employee capability and knowledge in areas which are considered to be of universal need for all employees; and</li> <li>• Other learning and development opportunities, targeted to the specific needs of individuals and teams; and</li> <li>• Additional support to individuals who wish to pursue learning and development opportunities in line with the requirements of their role (such as support to attend workshops and conferences, or to undertake formal study); and</li> <li>• Support to help employees learn and develop “on the job” (such as support from their managers and teams, coaching, and access to various role/skill-based network groups).</li> </ul>
Te Puni Kōkiri – Ministry of Māori Development	<p><b>Study Leave Assistance</b></p> <p>An employee may be granted leave to undertake a Programme of study that is work related, as agreed with the employer. Support for study leave may include paid or unpaid leave for attendance at lectures, tutorials, workshops, and attendance and preparation for examinations or assessments; contribution to course fees; or use of work facilities.</p> <p>The employer, in consultation with the employee, in determining the support for study, will take into account:</p> <ul style="list-style-type: none"> <li>• the time commitment required and the workload of the employee.</li> <li>• programme requirements such as attendance at lectures or workshops, residential modules, on-the-job or practical experience, examinations, and assessments.</li> <li>• additional support available such as use of work facilities and technology.</li> <li>• the impact of the leave on the work of the organisation and on the workload of the employee and others.</li> <li>• affordability of providing the support to the employee.</li> </ul>