

Study Assistance Policy

Policy Name:	Study Assistance Policy
Policy Number:	4.19
Policy Version Number:	V1.1
Policy Category:	Human Resource Management
Contact Officer:	Chief Executive Officer
Date Approved by Board of Management:	15th February 2018
Date of Last Review:	2nd November 2017
Period Until Next Review:	36 months from the approved date or as required
Related Legislation:	
Related Policy:	4.10 Performance & Development Policy
Related WNRM Policies and Procedures:	4.19 Study Assistance Procedure

1. Definitions

“Employee” Means a personnel with letters or contracts of employment with Wheatbelt Natural Resource Management Incorporated. There are two categories of employees.

2. Overview:

This Policy relates to encouraging employees to develop their skills and knowledge by providing assistance for approved courses of study, which are of value to both the employee and the WNRM.

3. The Policy:

- 2.1 The overall potential cost of the study assistance shall be considered in relation to the likely benefits to the WNRM.
- 2.2 An employee may be granted time off with pay for study purposes in courses approved by the CEO. Part-time employees are entitled to study leave on a pro rata basis.
- 2.3 Approval for study leave will not be granted beyond the fixed term contract of employment of the employee.
- 2.4 Wheatbelt NRM has the discretion to reimburse an employee for half of any reasonable costs of enrolment fees, compulsory textbooks, compulsory computer software and other necessary study materials.
- 2.5 The period of part-time study leave with pay is accepted as qualifying service for leave entitlements.
- 2.6 The decision of the CEO is final.



4. Responsible Officer:

The Chief Executive Officer has been delegated the responsibility by the Board of Management for the operational compliance of the organisation to this Policy, and to ensure this document is maintained and in accordance with its review date.

5. Approval:

This Policy was approved by the Board of Management on the 15 February 2018

Jim Sullivan
Chairperson
Board of Management
Wheatbelt Natural Resource Management Incorporated