

**Reference No:** E103/3/75; **Date:** 15/11/76

**Circular 4/1976:- Special leave without pay to pursue primary degree courses**

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Where a civil servant asks for special leave without pay to take a primary degree course at a university, the following arrangements may be applied.

2. Subject to the conditions set out in paragraph 3, a Department may allow special leave without pay in respect of the academic year 1976-77 and subsequent academic years for the purpose of enabling an officer

(1) to pursue a primary degree course from the outset or

(2) to complete a primary degree course which, up to the date of the officer's application, had been pursued through night lectures.

3. The conditions to apply are as follows:

(a) The officer must, at the commencement of the leave, normally have served for at least a year in the civil service. In exceptional circumstances, e.g. if he was appointed later than others from a particular competition, the period may be reduced to six months.

(b) The course must be of specific relevance to the officer's official duties or of general relevance to his employment as a civil servant.

(c) The applicants Department must be in a position, by reference to the staffing and work requirements, to release the officer.

(d) The special leave would be for the full duration of the course. The officer should not be allowed to resume duty before the end of the course unless it were established that he was not in a position to pursue it further. In particular, he should not be allowed to resume duty during university holidays falling within the course period.

(e) Should the question of a refund of university fees be raised, no decision to refund should be taken without reference to this Department. The reference should not be made before the officer has resumed duty.

4. The position of officers who have been refused special leave for the purpose of attendance at a primary degree course in 1976-77 may be reviewed in the light of the arrangements now authorised. If the officer has resigned to pursue the course and is actually pursuing it, a period of leave effective from the date of resignation may be allowed.

5. Paragraph 21 of Circular Letter 2/76 - Special Leave - should be regarded as expanded accordingly.

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