



## SOUTHEAST REGIONAL HEALTH AUTHORITY

# TRAINING, DEVELOPMENT & RECRUITMENT UNIT



### Study Leave Process

The following are the steps involved regarding study leave:

- All applications are received from the local HR Depts. by latest October 31 of each year
- The Regional Training Committee (RTC) process these applications and then forward them to the Ministry of Health for final approval.
- Results from the (RTC) are then submitted to the local HR Depts.
- Ministry of Health Training Committee processes the applications on a monthly basis and then informs the Regions of results.
- The Region then informs the local CEO/Parish Managers/HR Managers, who will in turn inform the officers

### Bonding Process -Staff Order 5.7

All officers who have been approved by the Ministry of Health and the South East Regional Health Authority to pursue courses of studies may be required to complete a Bonding Agreement with the Ministry of Finance. Having received financial support from public funds whilst studying. The following persons should sign:

- Officers pursuing all Post Basic Courses
- Officers pursuing Elective/Fellowship/Externship overseas
- Officers pursuing courses over a 6 month period
- Officers who receive sponsorship
- Officers whose salary whilst on course exceeds \$300,000.00 .

### Interesting Facts

- Officers intending to pursue studies should refrain from taking vacation leave after application has been submitted.
- Officers going overseas to do Elective/Fellowship must be appointed and complete the bonding process before proceeding.
- Officers on contract will be required to terminate their contract and will be given temporary/open employment to cover period.
- Persons on Projects are not eligible for full time study leave
- Salary will be withheld for officers who have not completed their bonding process after the vacation leave period is exhausted.
- If you fail to complete (forfeit) your course of study due to but not limited to: termination, resignation and resignation. This will be considered as "forfeiture" and you will be required to repay funding (salary/course cost/sponsorship) in full at 25% interest rate for each year
- Officers must be prepared to be redeployed after specialized training
- Officers on mandatory courses are not entitled to Recreation Leave, but should resume duties after studies e.g. Midwifery
- Officers not on mandatory courses should apply for Recreational Leave and proceed immediately after the completion of studies, and should only resume duties after Recreational Leave e.g. Nursing Administration
- Recreational Leave cannot be accumulated or deferred it must be taken immediately. If not taken it would be deemed as "lost".

### Bonding Arrangements

Salary/Course Cost	Period of Service	No. of Guarantors
Below \$300,000.00	No Bond	-----
\$300,00.00-\$499,000.00	2 years	1
\$500,000.00-\$999,999.00	3 years	2
\$1,000,000.00-\$1,999,999.00	4 years	3
\$ 2,000,000.00 & over	5 years	3

**STUDY LEAVE**



# STUDY LEAVE

## Message from the Training, Development & Recruitment Manager

The South East Regional Health Authority is committed to the training and development of all levels of staff, with the aim of developing the necessary knowledge, skills and abilities needed to deliver the highest quality of service to our Jamaica populace.

With this in mind, the Training, Development & Recruitment Unit is tasked with ensuring that this becomes a reality for all staff members.

I believe, successful companies/organizations are those that consider their human capital as their most important asset and treat them as such. Facts and figures are the quantitative elements of successful management, but the qualitative, that is, the cognitive aspects are those that actually make or break the organization.

The aim of this Unit is to develop the talents to meet the manpower needs, goals and objectives of the Region, whilst meeting the need of the individuals at the same time.

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## Study Leave

According to the Staff Order 7.8.1 Study Leave is defined as:

- Study leave is a period of absence granted to public employees to pursue courses of study which may fall into any of the following categories:
  - Category 1—Government Mandated—Initiated/mandated by the government (national interest)
  - Category 2—Job Related—voluntary course by officer to improve qualification in areas directly related to current post
  - Category 3—Future Advancement—voluntary course taken by the officer for future career advancement in line with the mandate of the government/ministry
  - Category 4—Personal Interest—voluntary course by officer for personal growth.

Officers who are granted study leave may be eligible for financial support depending on the category or availability of funds.

Officers selected for Government mandated course (category 1) would qualify for full financial support from public funds with no forfeiture of any accumulated vacation leave.

Officers who are selected to pursue job-related or future advancement courses of study (Categories 2-3) may receive the equivalent of up to two (2) years fully paid leave. The officer however would be required to forfeit leave or salary equivalent to his/her maximum leave accumulated. Any additional leave required to complete the course of study shall be without pay.



## Who is eligible for Study Leave

In normal circumstances, to qualify for study leave:

- An employee (all categories) must be employed continuously for 2 years before they become eligible for studies in the initial stage and 2 years after they have completed the last course of study.
- Must perform his/her duties satisfactorily (PER)
- The course must be related to job functions or the skills needed in the health services

### Special cases

- Officers who are being fast tracked by the ministry/department to fill scarce skills
  - Senior House Officers requesting to pursue courses on the government priority/mandatory list enforce from time to time or scarce skills.

## Study Leave Application

Study Leave application period begins on July 1 – October 31 each year for officers desiring to pursue courses in the following year. The following process must be observed or the applications will not be processed by the Regional Training Committee:

- All applications (in triplicate) should be directed through the local institution Human Resource Dept.
- A Performance Evaluation Report must be completed and attached to the applications
- Leave and Salary particulars (duplicate) must accompany the applications when submitting to the Regional Office.
- Acceptance letters (if possible) should be attached
- Officers wishing to pursue any course (e.g Doctor of Medicine Programme, Electives, Fellowships, Masters, Bachelor of Science, Short Post Basic Courses) must apply one year in advance.
- Incomplete applications will be return and not processed if received after the deadline.
- Application forms for DM and Non-medical courses) should be sourced from the local HR Dept. and not the Regional Office.