

Employee Assistance Policy

Scope

This policy applies to all operational employees of **COMPANY**

Purpose

COMPANY is committed to training and developing employees on a continuing basis and recognises that people should be encouraged to take responsibility for their own development.

We would like to unveil the **COMPANY** Policy on supporting employees undertaking Third Level courses on their own time. This document outlines the specific support that the company will provide to employees pursuing approved courses in their own time.

Application Process

An employee considering taking further studies should first complete the application form (Appendix 1).

Details of the course, the subjects covered, the conferring body, the duration and the expected costs should be provided. The form should be forwarded to the **LINE MANAGER/GM/MD/CEO** for your region.

Approval

The following criteria will be considered when deciding whether to support an application:

- The applicant's attendance and performance record
- The relevance of the course of study to the work of the area
- The implications of the person's attendance on the operation of the area#

An individual will be informed in writing by the **LINE MANAGER/GM/MD/CEO** whether they can support the application. The individual may appeal the decision to the functional **LINE MANAGER/GM/MD/CEO**.

Where the **LINE MANAGER/GM/MD/CEO** supports the application, or where the individual employee is appealing a decision not to support the application, the form should be forwarded to the relevant **LINE MANAGER/GM/MD/CEO** for final decision. The **LINE MANAGER/GM/MD/CEO** should consider:

- The relevance of the course of study to the business as a whole
- The cost of the course in the context of the budget available
- In the case of appeals, the validity of the reasons underlying the managers decision

Where the **LINE MANAGER/GM/MD/CEO** approves the appeal, the individual employee will be notified through his / her manager.

Support Available

Once the course of study is approved, the employee will be eligible for support in the reimbursement of course fees, subject to:

- Production of certification from the college / conferring body of examination / assessment results
- Production of a valid receipt from the college / course provider

- Completion of a form undertaking to repay the company any monies paid if the individual leaves the employment, for whatever reason, within a two-year period (appendix 2).
- Time off facilitated through an individual's roster to attend lectures and examinations. At least one month's notice should be given of all requests for additional time off. If adequate notice is not received, we cannot guarantee that the time off will be granted.

The support will be available once only for each academic year and will be subject to disciplinary review where an individual fails to meet course requirements in one or more subjects.

Appraisal Guided Development

As part of an individual's annual staff appraisal they are required to review the training that they have completed in the preceding year. Due consideration should also be given to the skills required to do the job. If an individual believes that they don't have all the necessary training required to complete their job, it is their responsibility to ensure that their manager and/or supervisor is made aware of this training requirement.

Abuse of Policy

Any abuse in the application of this policy will be dealt with in accordance with the Company's Disciplinary Policy and Procedure and may result in disciplinary action being taken, up to and including dismissal if proven to have occurred.

Appendix 1

Application Form

Personal Details

Name: _____

Employee Number: _____

Contact Number: _____

Course Details

Course title: _____

Qualification: _____

Conferring Body: _____

College / Provider: _____

Subjects covered: _____

Duration of course: _____

Total Course Fees: _____

Approval Yes ☐ No ☐

If no, state reasons _____

Signed: _____

Date _____

Employee

Signed: _____

Date _____

LINE MANAGER/GM/MD/CEO

Appendix 2

Form of Undertaking

I acknowledge receipt of payment in the sum of €_____ as a refund of course fees for Academic Year _____ in respect of insert type of qualification (e.g. certificate, degree, etc) in insert qualification title.

Should I leave the employment of **COMPANY**, for whatever reason, within **X** years of the date of this undertaking, I will repay to the company the monies received in the following proportions:

- Leave within 6 months: 100% of refund received
- Leave within 12 months: 50% of refund received
- Leave within 2 years: 25% of refund received

Signed: _____

Date _____

Employee

Signed: _____

Date _____

LINE MANAGER/GM/MD/CEO