



## Community Services: Education

Argyll House  
Alexandra Parade  
Dunoon PA23 8AJ

To: Heads of all Educational Establishments

Dear Colleague

### **In-service training of teachers: leave of absence and payment of expenses**

The authority wishes to encourage self improvement on the part of all staff through participation in a wide range of training provision. The details below relate to a small number of certificated courses.

- 1 Teachers may be granted leave of absence to enable them to take courses of further study approved by the Executive Director of Community Services (or his or her nominee).

The granting of leave will depend on the exigencies of the service.

- 2 Where a teacher is granted leave of absence under this scheme the authority/school will pay the teacher:
  - i full salary;
  - ii all prescribed course fees including examination fees;
  - iii 50% of cost of prescribed books;
  - iv travelling expenses necessarily incurred; reimbursement will relate to any public transport or to an equivalent allowance;
  - v subsistence allowances in accordance with allowances detailed in section 14.6 of the conditions of service for teaching staff in school education.
- 3 Leave of absence with pay for periods up to a maximum of 20 days over the duration of the course when this extends to at least 3 academic sessions shall be given to teachers to prepare for and sit examinations. Applications in exceptional cases for longer leave should be submitted to the director for approval. This condition shall

apply to any approved course whether or not leave of absence has been granted to the teacher to enable him/her to take the course.

- 4 Expenses will normally be reimbursed on completion of the course and on submission of receipts where appropriate.

Yours sincerely

Executive Director of Community Services

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