

OBLIGATIONS OF TRAINEES

OFFICE OF THE SERVICES COMMISSIONS

- **Ensure that the Loan Agreement is completed by applicant and guarantors (if necessary)**
- **Devote the full time required for the course**
- **Do not change course of study or institution without permission/approval from the authorized body**
- **Complete the requirements of the programme/course**
- **Ensure that the tertiary institution is registered and the course is accredited (Consult UCJ's Website)**
- **Submit progress reports to HR on a semesterly basis**
- **Resume duty or take up employment in the Government Service after completion of study**
- **Submit copy of award to HR on successful completion of the programme/course**



OFFICE OF THE SERVICES COMMISSIONS

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This is a publication of the
Information, Standards and
Public Education (ISPE) Unit
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STUDY LEAVE GUIDELINES for Ministries and Departments

WHAT IS STUDY LEAVE?

Study Leave is a period of absence granted to public employees to pursue courses of study which fall into the following four (4) categories:

- Category 1: Government Mandated
- Category 2: Job Related
- Category 3: Future Advancement
- Category 4: Personal Interest

SUPPORT FOR STUDY LEAVE

- Officers who are granted Study Leave may be eligible for financial support.
- A maximum of 24 months may be granted with pay.
- No Pay Leave may be granted in excess of 24 months.

STUDY LEAVE GUIDELINES

- The course of study must be offered on a full-time basis.
- Applicants must have three (3) years permanent service.
- Applicants must have the equivalent of one (1) year Vacation Leave to their credit.
- Applicants may be granted permission to pursue online courses on a full-time basis under specified circumstances.
- Study Leave is not normally granted to pursue courses overseas where similar courses are offered locally.
- The originals or certified copies of documents (Acceptance Letters, Progress Reports, Transcripts) should be submitted to the Application Form.

STUDY LEAVE APPLICATIONS

Applications for Study Leave opens in January and closes at the last working day of the Financial Year



Delegated Entities should send Study Leave Applications that are outside of the mandate of the Entity to the OSC for processing.

Study Leave is granted in accordance with Staff Order No. 7.8.2

(Staff Orders for the Public Service 2004)

Study Leave may be granted for full-time on-line programmes

(See OSC Circular No. 213 dated August 28,2020)

All application forms **MUST** have original signatures
Outdated applications forms are **NOT** accepted