**STUDY LEAVE POLICY FOR REACHE NORTHWEST MEMBERS**

**ALL REACHE NORTHWEST MEMBERS MAY APPLY FOR A MAXIMUM OF ONE WEEK OF STUDY LEAVE PRIOR TO AN AGREED EXAMINATION**

**KEY POINTS**

1. **TAKING THE EXAMINATION MUST BE AGREED AND SIGNED BY A RELEVANT TUTOR (ENGLISH OR CLINICAL).**
2. **REACHE NORTWEST STAFF WILL ENSURE STUDY LEAVE IS MANAGED SO THAT ALL MEMBERS TAKING THE RELEVANT EXAMINATIONS ARE NOT ON LEAVE AT THE SAME TIME.**
3. **REQUESTS FOR STUDY LEAVE SHOULD BE MADE ON A BLUE FORM ACCOMPANIED BY THE SIGNED TUTOR FORM.**
4. **THE STUDY LEAVE REQUEST NEEDS TO BE SUBMITTED AT LEAST ONE MONTH IN ADVANCE FOR APPROVAL BY THE DIRECTOR OF REACHE NORTHWEST.**
5. **STUDY LEAVE MUST BE TAKEN WITHIN A MONTH OF THE EXAMINATION DATE.**
6. **MEMBERS CAN REQUEST STUDY LEAVE FOR UP TO 2 ATTEMPTS FOR A PARTICULAR EXAMINATION (OET, PLAB1 AND PLAB2).**
7. **THE MAXIMUM AMOUNT OF STUDY LEAVE ALLOWED PER EXAMINATION ATTEMPT IS ONE WEEK ONLY.**