

Financing adult learning database

Name of the instrument - Local language	Εκπαιδευτική Άδεια (No official such instrument exists)
Name of the instrument - English translation	Training Leave (No official Training Leave instrument exists)
Scheme ID	346
Country	 Cyprus
Reporting year	2020
Type of instrument	Training leave
Sub-type of instrument	Paid leave - only employer and employee are involved
Type of entry	Single instrument

Short description	<p>Training leave or more specific paid training leave is universally accepted as the normal practice for the cases where the employer asks employees to participate in a training activity. This is irrespective of whether or not there is a relevant specific reference in the employment contract or (a brief mention) in the sectoral collective agreement. The employer then covers all the training expenses because it is generally accepted that it is the employer that will ultimately benefit from the additional knowledge and skills that the employees will acquire through the training process. In the case where the employee asks to participate in a training programme, for his/her own personal benefit, then he/she undertakes to pay all training expenses and lose wages for the duration of the programme (unpaid training leave). Unpaid leave is more common in cases where the employee wishes to obtain a higher tertiary education qualification or attend a scholarship. Paid training leave covers by far the large majority of training leave cases. In some sectors, collective agreements may mention superficially the training leave as a means for upgrading the skills and knowledge of the employees. These agreements never enter into a detailed description of the financial aspect of it since there is no fund to cover training leave, other than the employer himself/herself.</p>
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Level of operation	National
Name of a part of the country	Not applicable

Name of the region (for regional instruments)	Not applicable
Name of the sector (for sectoral instruments)	Not applicable
Relevance	Further instrument
Legal basis	Not applicable
Objective(s) and target(s)	Not applicable
Operation/management	The employees participate in training activities that their employer has chosen without any negative consequences on their remuneration. Their attendance time is considered as normal working time. As far as the employees are concerned there are no actions that they need to take.
Eligible group(s)	All employees where the employer is training-minded.
Group(s) with preferential treatment	No preferential treatment
Education and training eligible	Normally the training that takes place is vocational /occupational or job-related training which is closely related to the job content of the participating employees.
Source of financing and collection mechanism	Since training leave is not an official financial instrument, but a universally accepted practice, there are no sources of funding specifically allocated for it. Employees attend training activities where the cost is covered by the employer (paid training leave). In most organised enterprises, training costs are included in their annual budget. However, employers that submit their training activities, in advance, to HRDA for approval, they receive a subsidy which covers a portion of their training costs which varies according to the type of training activity undertaken. The subsidy is paid on evidence of successful completion of the training activity.
Financing formula and allocation mechanisms	The employer covers all the training costs including lost "working time". The employee does not assume any costs.
Eligible costs	Normally, for the employer the eligible costs are: - Training fee (if there is one) - Training material (eg. books, training utensils) - Employee wages - Food and beverages (if there are any) - Trainer cost - Training facilities cost (rental of venue, projector etc)
Volumes of funding	Not applicable
Beneficiaries/take up	Strictly speaking beneficiaries of the training leave are the employees who benefit from attending training activities at zero cost to them (paid training leave). According to the HRDA for the last 3 years the people that attended training programmes that were subsidised by it, were as follows (Year; Total; Men; Women)2019 59 453 34 670 24 783 2018 45 084 27 020 18 064 2017 54 446 32 023 22

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Organisation responsible for monitoring/evaluation	Not applicable
Most relevant webpage - in English	Not available
Most relevant webpage - local language	Not available
Recent changes	<p>No recent amendment</p> <p>Recent changes in response to COVID-19</p> <p>No changes due to Covid-198</p>
Sources	The HRDA annual reports for 2019/18/17 - Total number of participants in the HRDA funded training activities.