

STUDY LEAVE REQUEST FORM

(ALL TRAINING GRADE DOCTORS)

Please complete in **BLOCK CAPITALS** at least **6 weeks** prior to study leave.

Study leave reimbursement claims will **not** be accepted without a completed and approved application form

RETROSPECTIVE CLAIMS WILL NOT BE ACCEPTED. (See reverse for guidance)

SECTION 1 – PERSONAL DETAILS			
Surname		Forename	
Department/specialty		Grade / Year of training/Deanery	
Start date at Trust		End date at Trust	
Signature * <i>I confirm that I have discussed this as part of my PDP with my ES/CS</i>		Date Requested	

*I agree that I have read and submitted this application in accordance with the study leave guidelines

SECTION 2 – LEAVE REQUEST				
Course Type (tick) As per Deanery guidelines	<input type="checkbox"/> Curriculum Mandated <input type="checkbox"/> Curriculum Optional <input type="checkbox"/> Aspirational* <input type="checkbox"/> Private <i>*All aspirational applications MUST be submitted with HEKSS approval and agreed by Head of School/TPD or will be rejected unless self-funding</i>			
Type of leave	Date from	Date to	Number of days	Description/Title
Course/Private/Exam (please circle relevant)				
Deanery Course Code <i>Form will be rejected if not complete. Please refer to the HEKSS Support Portal(click link here)</i> <i>Support : HEE-NHS</i>			Location of course	
If Exam - no. of attempts				

SECTION 3 – EXPENSES	
Total estimated expenses (including: course fees, travel and accommodation, where applicable)	£

You **must** complete and submit **Form B** (Expenses Claim Form) within 6 weeks of the date(s) requested in section 2. Claims submitted after this time may not be approved

SECTION 4 – LEAVE CO-ORDINATOR / HEALTH ROSTER APPROVAL			
Health Roster request submitted and approved	YES / NO	Date	
Approved by leave co-ordinator	YES / NO	Date	
Leave co-ordinator name and signature		Date	

SECTION 5 – AUTHORISATION AND APPROVAL			
Signing this application confirms that this request has been discussed with the applicant and is relevant to their curricula requirements and forms part of the mandatory, recommended or desirable courses.			
Educational /Clinical Supervisor <i>I confirm this course is part of the new <u>mandatory or optional</u> HEE course list.</i>	Name (Print)	Signature	Date
For Aspirational Courses <i>which attract funding: Attach HEKSS approval</i>			HEKSS CODE

Study Leave Request Guidance

Study leave applications **must** be signed and approved by the trainee, leave coordinator and or clinical/educational supervisor prior to submission and form part of your PDP.

Trainees **must** ensure that the course application meets the new Health Education England requirements and form part of the new *mandatory, optional or aspirational course list which comes into force on 1st April 2018*. This can be viewed at <https://lasepgmdsupport.hee.nhs.uk/support/home#8>. Applications submitted without all required information and signatures will be rejected. Please note that **aspirational courses** will need the full approval of your TPD and Head of School if these incur expenses. For aspirational courses requiring “no funding” these will currently be allowed for approval locally by the Clinical Tutor or Foundation Lead.

Applications will only be approved by the department if there are adequate staffing levels on the date requested

Applications **must be submitted at least 6 weeks prior** to the requested date, late submissions will be rejected

Retrospective applications will **not** be accepted, this time will be recorded as annual leave

Reimbursement for event fees will not be paid in advance or directly to the event organiser

All fees must be paid by the trainee prior to the event

To claim back event fees the trainee must complete the ‘Expenses Claim Form’ within 6 weeks of the event taking place. All receipts and certificates of attendance must be submitted with the ‘Expenses Claim Form’ The **MAXIMUM** amount of accommodation claim is £120, lunch claim is £5, and evening meal claim is £15.

To be eligible to claim back funds, applications must be submitted for all events, even if time away from work is not required

Applications must be submitted for online courses. Applications for online courses are not subject to the 6 week rule

Submission of a ‘Study Leave Request’ form acts as evidence that the supervisor/s supports the request as appropriate to the trainee’s educational needs in line with HEE new study leave guidelines

Approval locally will apply to courses that are on the mandatory or optional list. Should trainees request a course which is deemed “aspirational” it is the trainees’ responsibility to seek approval from the Training programme Director or Head of School. A signature is required for this or email approval is suffice will with a clear indication of whom is authorising

Entitlement:

Foundation Year 1

- Eligible for up to 15 days – ILS Course (mandated). The remaining 14 days will take the form of a regular scheduled teaching/training session as agreed locally
- May ‘borrow’ up to 5 days from their F2 year to attend to a taster to inform future career decision making

Foundation Year 2

- Eligible for up to 30 days – minus any days taken in F1 for tasters. 10 days of which will take the form of a regular scheduled teaching/training session as agreed locally
- Study leave signed off by Foundation Leads weekly – must be supported and form part of PDP discussion with ES/CS (local policy). This may need to be evidenced

GPST1, ST2 & ST3

- 30 days study leave a year (up to 2.5 days per month in post for *practice based trainees*)
- Up to 20 of these days will be used for VTS teaching
- Attendance at GP VTS Specialty Teaching Sessions is considered compulsory

Core & Higher including Core Dental Trainees

- Eligible for up to 30 days
- up to 5 days private study for exam preparation within the month before exam date

For further details about individual study leave allowance and funding please review the PGMDE Portal

<https://lasepgmdsupport.hee.nhs.uk/support/home#8>