

HR50

Study Leave Policy

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1.0 Policy Statement (Purpose / Objectives of the policy)

This policy directs the arrangements for study leave for all Trust employees.

2.0 Definitions

- 2.1 Academy Steering Group (ASG) - The Education Group responsible for setting direction and monitoring activity of Education and Training.
- 2.2 KITE - The Education and Training section on the intranet site.
- 2.3 Personal Development Plan (PDP) - The outcome document following appraisal.
- 2.4 E-study leave form - The electronic form to request study leave.

3.0 Accountabilities

3.1 Individuals must do the following.

- 3.1.1 Demonstrate personal responsibility for keeping up to date to improve knowledge and skills.
- 3.1.2 Attend identified agreed training.
- 3.1.3 Take an active part in their annual appraisals and identify and agree areas for development.
- 3.1.4 All staff must complete the Trust e-study leave form for all training requests.
- 3.1.5 Notify their manager of completion of, or failure to complete, or failure to attend agreed training (including exam/assignment requirements, breaks in learning and any leave of absence).
- 3.1.6 Complete as much mandatory training as possible (note, considerations will be given to the position of mandatory training and organisational pressures at the time of the request) before applying for study leave.
- 3.1.7 Complete the appropriate declaration of interest form if training costs are being met in part or full by external sponsorship and, or gift and, or hospitality.
<http://trustnet.xrwh.nhs.uk/working-at-rwt/declarations/declaration-of-interest-staff/>;

3.2 Managers and Clinical Directors (CDs) must do the following.

- 3.2.1 Keep their staff aware of available education, training and development opportunities (RWT and external opportunities).
- 3.2.2 Ensure an equitable approach is taken when approving or rejecting study leave requests.
- 3.2.3 Identify and prioritise training needs in line with service and professional needs.
- 3.2.4 Identify ways in which training activity can be resourced.
- 3.2.5 Release individuals for identified agreed training (including mandatory training).
- 3.2.6 Ensure individuals complete their required mandatory training before approving study leave (note, considerations must be given to the position of mandatory training and organisational pressures at the time of the request).
- 3.2.7 Ensure cancellation of training only occurs due to exceptional service

- needs, e.g., flu epidemic causing severe shortage of staff.
- 3.2.8 Monitor individual's attendance at and completion of training; referring to GP02 Local Anti-Fraud, Bribery and Corruption Policy if required.
The Trust takes a zero-tolerance approach to fraudulent activity.
 - 3.2.9 Ensure completion of Trust study leave eform.
 - 3.2.10 Clarify with individuals the expected objectives from the study leave.

4.0 Policy Detail

- 4.1 [For non-medical staff refer to study leave procedure 1](#)
- 4.2 [For Consultant or GP medical staff refer to study leave procedure 2](#)
- 4.3 [For SAS and Locally Employed Doctors refer to study leave procedure 3](#)
- 4.4 [For Doctors in Training refer to study leave procedure 4](#)
- 4.5 [For Clinical Fellows refer to study leave procedure 5](#)
- 4.6 [For Clinical Teaching Fellows refer to study leave procedure 6](#)

5.0 Financial Risk Assessment

1	Does the implementation of this policy require any additional Capital resources	No
2	Does the implementation of this policy require additional revenue resources	No
3	Does the implementation of this policy require additional manpower	No
4	Does the implementation of this policy release any manpower costs through a change in practice	No
5	Are there additional staff training costs associated with implementing this policy which cannot be delivered through current training programmes or allocated training times for staff?	No
	Other comments	

6.0 Equality Impact Assessment

The screening checklist has been completed. Reasonable efforts have been made to eliminate any possible Equality and Diversity discrimination occurring.

7.0 Maintenance

The Director of Education will be responsible for keeping this policy up to date. Any changes/amendments will be agreed through Academy Steering Group.

8.0 Communication and Training

- 8.1 This policy is listed under the policies listing on the intranet page.
- 8.2 Communication of this policy will occur via Senior Leaders Briefing and All Users' Bulletin.

9.0 Audit Process

Criterion	Lead	Monitoring method	Frequency	Committee
Fair and consistent application of this policy	Head of Corporate Learning Services	Audit of approved and declined e-study leave forms	Annual	Academy Steering Group & People and Organisational Development Committee (PODC)
Fair application of this policy with regards to personal protected characteristics	Head of Corporate Learning Services	Audit of e-study leave forms approved and rejected against PPCs	Annual	Academy Steering Group & People and Organisational Development Committee (PODC)

10.0 References

- Accessing centralised study budgets – a guide for trainees (HEE)
- HR25 Expenses Policy
- OP41 Induction and Mandatory Training Policy
- HR18 Appraisal Policy
- HR46 Medical Appraisal Policy
- GP02 Local Anti-Fraud, Bribery and Corruption Policy

Part A - Document Control

To be completed when submitted to the appropriate committee for consideration/approval

Policy number and Policy version: HR50 Version 2.0	Policy Title Study Leave Policy	Status: Final		Author: Head of Corporate Learning Services Chief Officer Sponsor: Chief Medical Officer
Version / Amendment History	Version	Date	Author	Reason
	1	September 2018	Director of Education	<ul style="list-style-type: none"> Separation of Studyleave policy from overarching Leave Policy (HR 01) Consolidation of study leave arrangements for medical staff and non-medical staff into one policy Provision of greater clarity around studyleave arrangements for all grades of medical staff
	2	September 2021	Head of Corporate Learning Services	Routine review
Intended Recipients: All staff groups				
Consultation Group / Role Titles and Date: Local Negotiating Committee (LNC), Joint Negotiating Committee (JNC)				
Name and date of Trust level group where reviewed		July 2018 Academy Steering Group Trust Policy Group – March 2022		
Name and date of final approval committee		Trust Management Committee – March 2022		
Date of Policy issue		April 2022		
Review Date and Frequency (standard review frequency is 3 yearly unless otherwise indicated)		March 2025 and thereafter every 3 years		

Training and Dissemination: Launched via Education Academy structures and Management forums, via the intranet	
Publishing Requirements: Can this document be published on the Trust's public page: Yes If yes you must ensure that you have read and have fully considered it meets the requirements outlined in sections 1.9, 3.7 and 3.9 of OP01, Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines, as well as considering any redactions that will be required prior to publication.	
To be read in conjunction with: Induction & Mandatory Training Policy (OP 41) Expenses Policy (HR 25)	
Initial Equality Impact Assessment (all policies):	Completed Yes
Full Equality Impact assessment (as required):	Completed No
If you require this document in an alternative format e.g., larger print please contact Central Governance Department on Ext 85114.	
Monitoring arrangements and Committee	Audit reports to People and Organisational Development Committee (PODC) and Academy Steering Group (ASG)
Document summary / key issues covered: The aim of this policy is to ensure a robust and equitable process around the application and approval of study leave for all Trust staff.	
Key words for intranet searching purposes	
High Risk Policy? Definition: <ul style="list-style-type: none"> Contains information in the public domain that may present additional risk to the public e.g., contains detailed images of means of strangulation. References to individually identifiable cases. References to commercially sensitive or confidential systems. If a policy is considered to be high risk, it will be the responsibility of the author and chief officer sponsor to ensure it is redacted to the requestee.	Yes / No (delete as appropriate) If Yes include the following sentence and relevant information in the Intended Recipients section above – In the event that this is policy is made available to the public the following information should be redacted:

VALIDITY STATEMENT

This document is due for review on the latest date shown above. After this date, policy and process documents may become invalid. The electronic copy of this document is the only version that is maintained. Printed copies must not be relied upon to contain the latest updates and amendments.

Part B **Ratification Assurance Statement**

Name of document: HR 50 Study Leave Policy

Name of author: Catherine Lisseman Job Title: Head of Corporate Learning Services

I, the above-named author confirm that:

- The Policy presented for ratification meet all legislative, best practice and other guidance issued and known to me at the time of development of the said document.
- I am not aware of any omissions to the said document, and I will bring to the attention of the Executive Director any information which may affect the validity of the document presented as soon as this becomes known.
- The document meets the requirements as outlined in the document entitled Governance of Trust- wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines (OP01).
- The document meets the requirements of the NHSLA Risk Management Standards to achieve as a minimum level 2 compliance, where applicable.
- I have undertaken appropriate and thorough consultation on this document, and I have detailed the names of those individuals who responded as part of the consultation within the document. I have also fed back to responders to the consultation on the changes made to the document following consultation.
- I will send the document and signed ratification checklist to the Policy Administrator for publication at my earliest opportunity following ratification.
- I will keep this document under review and ensure that it is reviewed prior to the review date.

Signature of Author: 

Date: 11/01/22

Name of Person Ratifying this document (Chief Officer or Nominee):

Job Title:

Signature:

- I, the named Chief Officer (or their nominee) am responsible for the overall good governance and management of this document including its timely review and updates and confirming a new author should the current post-holder/author change.

To the person approving this document:

Please ensure this page has been completed correctly, then print, sign and email this page only to:
The Policy Administrator

IMPLEMENTATION PLAN

To be completed when submitted to the appropriate committee for consideration/approval

Policy number and policy version	Policy Title HR 50 Study Leave	
Reviewing Group	Trust Policy Group	Date reviewed: January 2022
Implementation lead: Print name and contact details Catherine Lisseman clisseman@nhs.net		
Implementation Issue to be considered (add additional issues where necessary)	Action Summary	Action lead / s (Timescale for completion)
Strategy; Consider (if appropriate) 1. Development of a pocket guide of strategy aims for staff 2. Include responsibilities of staff in relation to strategy in pocket guide.	Pocket guide for use of estudy leave system to be made available on KITE site	C Lisseman upon approval of policy
Training; Consider 1. Mandatory training approval process 2. Completion of mandatory training form	N/A	
Development of Forms, leaflets etc; Consider 1. Any forms developed for use and retention within the clinical record MUST be approved by Health Records Group prior to roll out. 2. Type, quantity required, where they will be kept / accessed/stored when completed	N/A	
Strategy / Policy / Procedure communication; Consider 1. Key communication messages from the policy / procedure, who to and how?	N/A	
Financial cost implementation Consider Business case development		
Other specific Policy issues / actions as required e.g., Risks of failure to implement, gaps or barriers to implementation		

4.1 Study Leave Policy – Study Leave Procedure 1 (Non-medical staff)

1.0 Procedure Statement (Purpose / Objectives of the Procedure)

- 1.1 This procedure directs the arrangements for study leave for all non-medical Trust employees.
- 1.2 This procedure is to ensure that the process is transparent, efficient and equitable.

2.0 Accountabilities

As per attached policy.

3.0 Procedure Detail / Actions

- 3.1 Individuals requesting study leave must complete the e-study leave form and forward it to their line manager for action.
- 3.2 The line manager assesses the individual’s development needs and prioritises the application as follows, in line with Divisional/Departmental objectives, ensuring fairness and consistency at all times.
 - 3.2.1 Sharing costs between the individual and the Trust is the norm where the training is not essential to the post but is recognised as an essential part of the individual’s career development, but the funding arrangements must be agreed in advance of the study leave being taken. The level of support will be within the limits defined in the table below.

High priority 100% funding/leave	Medium priority 50% funding/leave	Low priority Unlikely to be funding/leave given
Training required to address areas of agreed poor performance that may pose a risk to patient care/service	Knowledge/skills to perform the job, but which are not a priority need	Training for personal development which has no relationship to service needs or service developments
Mandatory training (as defined by OP41)	Training/development required to advance skills in the post that relate to role development	
Specific training which is mandatory requirement for service needs/development, e.g., agreed re-training to avoid redundancy	Other requirements of continued professional development	

High priority 100% funding/leave	Medium priority 50% funding/leave	Low priority Unlikely to be funding/leave given
Essential knowledge/skills to fulfil the needs of the post in line with service needs and proposed service developments		
The attainment of qualifications essential to fulfil the needs of the post		
The completion of training previously agreed in this category (e.g., year 2 of a 3-year course)		

3.2.2 The amount of time off and level of support for travel, revision leave, exam re-sits and book allowance must be consistently equitable and be contained within the financial framework. The level of support must be agreed with the individual before any costs are incurred. The financial framework for costs is as follows:

	Course fees (%)	Travel (%)	Subsistence (%)	Books (%)	Time off (%)	Revision leave	Exam/ Assessment re-sit fee (%)
High priority	100	100	[a]	[b] [c]	100	One day	0
Medium priority	50	100	[a]	[b] [c]	50	Nil	0
Low priority	0	0	0	0	0	Nil	0

[a] 100% where accommodation and food not provided for or included in course fees for residential courses,

[b] purchasing of appropriate books to be agreed by line manager,

[c] Where funding accessed through the use of Trust money only, books purchased must remain the property of the Trust upon completion of the course and will be held in the Trust library or department, as a resource for further use by subsequent students where still valid.

3.2.3 Where finances are being sought from charitable funds, the appropriate approval (using an Endowment Fund (EF) requisition form) must be attached to the e-study leave form.

- 3.2.4 Refer to [HR25 Expenses policy](#) for information on how to claim travel and subsistence costs associated with agreed training.
- 3.4 Appeals process
 - 3.4.1 It is acknowledged that there may be reasons why a study leave request may not be granted. The individual must discuss this with their manager and all efforts made to resolve the issue. If however the issue cannot be resolved, the matter will be referred to the next person in the linemanagement chain.
- 3.5 The application procedure must be made in advance of the event (flow chart).

Identify dates and type of study leave required (e.g. course/ conference/ exam etc.)



Fully complete the APPLICATION FOR ESTUDY LEAVE APPROVAL form. This is the standard Trust study leave form. Ensure all estimated costs are completed - claims will only be reimbursed against items approved in your application

Obtain agreement from your line manager including agreement relating to your absence and arrangements for cover, and ensure your request contains the appropriate signature



Application is processed and a study leave number is issued



All claims for expenses need to be made within three months of the study leave taking place. Approved amounts not claimed within this period will be considered as no longer required and rescinded



As soon as your study leave has taken place:

- Complete the study leave expenses claim form
- Sign the claim form and ensure your assignment number and e-study leave approval number have been added
- Attach all relevant receipts
- Attach certificate of attendance or other appropriate proof of attendance
- Forward your claim to your line manager to sign and send to finance



Claims are processed, authorised and forwarded to the Payroll Services Department for payment. Reimbursements are included in your salary.

4.0 Equipment Required

None.

5.0 Training

As per attached policy.

6.0 References

[HR 25 Expenses policy](#)

[OP41 Induction and Mandatory Training Policy](#)

7.0 Maintenance

As per attached policy.

8.0 Communication

As per attached policy.

9.0 Audit / Monitoring

As per attached policy.

4.2 Study Leave Policy - Study and Professional Leave Procedure 2 (consultant and GP medical staff)

1.0 Procedure Statement (Purpose / Objectives of the Procedure)

- 1.1 The purpose of this document is to direct the process for consultant and GP medical staff to request study or professional leave and must be read in conjunction with [HR50 Study Leave Policy](#).
- 1.2 This procedure is to ensure that the process is transparent, efficient and equitable.
- 1.3 The Trust is committed to supporting consultant and GP medical staff in maintaining their Continuing Professional Development (CPD). The Trust recognises the significant benefits that relevant and appropriate study and professional leave can bring to medical practitioners, the wider NHS and also to the Trust in the delivery of enhanced patient care.
- 1.4 Interaction with appraisal: appraisal is a process which, in part, reflects on the previous year's objectives and achievements and sets out an agreed personal and professional development plan for an individual. It also provides an opportunity to discuss and seek support for participation in activities for the wider NHS. The appraiser is responsible for appraising the individual's CPD strategy and agreeing a Personal Development Plan, (PDP). It is good practice to identify high-cost items within the PDP.
- 1.5 The Trust will allow a combined total of 30 days leave over a 3-year period for study and professional leave. Expenses for study leave will normally be reimbursed by the Trust. Expenses for professional leave would not normally be reimbursed by the Trust.
If combined study and professional leave exceeds 30 days in a 3-year period, the Trust, at the discretion of the CD and, or DMD, may grant additional leave. However, the Trust can request that cancelled clinical activity is re-scheduled to be done at another time if a consultant or GP exceeds the 30 days allocation of professional and study leave.
- 1.6 The definitions of study and professional leave are as follows:
 - 1.6.1 Study leave (as defined in the National Terms and Conditions of Service)
 - Study - usually, but not exclusively or necessarily, on a course or programme,
 - Research,
 - Undertaking exams,
 - Visiting departments for educational purposes,
 - Attending professional conferences, and
 - Undertaking training.
 - 1.6.2 Professional leave
 - Leave for duties necessary for the broader benefit of the NHS, within the constraints of the Trust, as agreed with the CD or DMD

(for CDs). Accordingly, the nature of all external duties should be agreed in advance by the CD or DMD as part of the Job Planning process, or as an interim agreement outside of the Job Planning review. The Trust will not normally reimburse expenses. Specific examples of professional leave are:

- Advising the Department of Health, Deanery or other Government bodies,
- Participating in medical Royal College or professional association duties, and
- Teaching/Lecturing - on courses outside of the Trust.

2.0 Accountabilities - as per attached policy, plus the following

- 2.1** The Chief Medical Officer has overall responsibility for Consultant and GP study and professional leave and is responsible for the budget and for granting professional leave in principle.
- 2.2** The responsibility within the Divisions is devolved to the DMDs.
- 2.3** The study leave budget is managed on an operational basis by the Deputy Chief Operating Officers in consultation with the CDs.
- 2.4** CDs are responsible for overseeing the effective use of this policy/procedure within their directorate. The CD can authorise study and professional leave and the associated expenses and is responsible for ensuring that funds are available to support the activity, or that the individual is self-supporting or supported via external sponsorship.
- 2.5** The CD must only approve study and professional leave where all mandatory training is up to date (note, considerations will be given to the position of mandatory training and organisational pressures at the time of the request). Mandatory training is usually undertaken within Supporting Professional Activity (SPA) time or Continued Professional Development (CPD) time for GPs as agreed within the individual's Job Plan (exceptions include Advanced Life Support and Immediate Life Support).
- 2.6** Each directorate is responsible for maintaining their own database of study and professional leave for consultant and GP medical staff and recording the associated expenditure and time off allocation.
- 2.7** The individual consultant or GP must assure their compliance with the following before making an application for study leave:
 - Current appraisal,
 - Engagement in Job Planning,
 - Mandatory training completion.

3.0 Procedure Detail / Actions

- 3.1** Applications for study or professional leave must be made via completion of the e-Study Leave form giving at least 8 weeks' notice where possible. If clinical cover arrangements can be made through a robust pooling system, or the consultant or GP has no clinical duties on the day applied for, the 8-week rule may be waived with prior agreement from the CD, with the proviso

that there is no significant impact on clinical services.

- 3.2 The application should be submitted first to the CD for consideration. These applications will be processed within 2 weeks of receipt under normal circumstances. Rejection will be explained in writing with reasons.
- 3.3 The granting of study or professional leave is subject to the need to maintain NHS services. Study and professional leave will normally be granted to the maximum extent consistent with maintaining essential services, in accordance with the standards applicable in the consultant's Terms and Conditions of Service or the GP contract as applicable.
- 3.4 The consultant or GP is responsible for securing a place on the study leave. The Trust will accept invoices in respect of course fees.
- 3.5 If, after approval has been given and an invoice paid, the applicant fails to attend the course or conference, a cancellation fee may be charged to the individual unless a sound reason can be given for the non-attendance.
- 3.6 Authorised study and professional leave expenses must be claimed using the Trust claim form (refer to [HR 25 Expenses policy](#)) and be submitted with receipts where appropriate. The claim form must be submitted to the appropriate CD for approval within 3 months of the event. Once approved for payment, the claim form and receipts must be forwarded to the finance department.
- 3.7 The Trust may, at its discretion, grant study and professional leave outside of the United Kingdom with or without pay and/or expenses.
- 3.8 **Fees and expenses**
 - 3.8.1 Professional leave will not normally be supported by Trust expenses.
 - 3.8.2 When a study leave application has been approved, the Trust will pay all reasonable expenses associated with that period of leave. Refer to [HR 25 Expenses policy](#).
- 3.9 Sabbaticals for Consultants, GPs and Associate Specialists refer to BMA guidance <https://www.bma.org.uk/advice/employment/pensions/authorised-absences>
 - 3.9.1 The Trust welcomes sabbatical leave as a method of revitalising both senior medical staff and the services they provide. A senior doctor may apply for sabbatical leave without pay.
 - 3.9.2 Proposals for sabbatical leave should be discussed at appraisal and job plan review and are subject to the agreement of the Trust. The exigencies of the service and the distribution of sabbaticals across the organisation must be taken into account, along with any necessary cover arrangements to be agreed with the CD. The timing and nature of a sabbatical should reflect the career stage and professional interests of the doctor.
 - 3.9.3 During the period of the sabbatical, appropriate locum cover will be provided if required. Proposed alternative ways of taking such a sabbatical break, such as two separate but shorter periods of time, can also be considered by the Trust provided the combined amount of

time and costs involved in total are no higher than those set out above.

- 3.10** Study or professional leave application procedure: to be made in advance of the ~~act~~(flow chart)

Ensure your compliance with 2.7 before proceeding

Identify dates and type of study leave required (e.g. course/ conference/ exam etc.

Reimbursement will be made following approval and attendance at the event.

Course/conference fees and associated expenses should be booked and paid for by the applicant (after approval has been granted)



Fully complete the APPLICATION FOR ESTUDY LEAVE APPROVAL form. This is the standard Trust study leave form. Ensure all estimated costs are completed - claims will only be reimbursed against items approved in your application

Obtain agreement from your Clinical Director/Divisional Medical Director (if CD) relating to your absence and arrangements for cover, and ensure your request contains the appropriate signature

Ensure to complete the appropriate request in Allocate

You will also be required to obtain the signature of the appropriate Business Manager (or medical staffing co-ordinator) - please refer to specific departmental guidelines relating to absence

Send the application form to your Clinical Director/Divisional Medical Director (if CD) You will also be required to obtain the signature of the appropriate budget holder if not your line manager



Application is processed and a study leave number is issued

Application is processed and confirmation of the Clinical Director/Divisional Medical Director decision is forwarded to

the applicant via their NHS email address

the departmental lead for Leave (for recording and processing)



All claims for expenses need to be made within three months of the study leave taking place. Approved amounts not claimed within this period will be considered as no longer required and rescinded



As soon as your study leave has taken place:

- Complete the study leave expenses claim form
- Sign the claim form and ensure your assignment number and e-study leave approval number have been added
- Attach all relevant receipts
- Attach certificate of attendance or other appropriate proof of attendance
- Forward your claim to your line manager to sign and send to finance



Claims are processed, authorised and forwarded to the Payroll Services Department for payment. Reimbursements are included in your salary.

4.0 Equipment Required

None.

5.0 Training

As per attached policy.

6.0 References

[HR 25 Expenses policy](#)

[OP41 Induction and Mandatory Training Policy](#)

BMA guidance for Sabbaticals

<https://www.bma.org.uk/advice/employment/pensions/authorised-absences>

7.0 Maintenance

As per attached policy.

8.0 Communication

As per attached policy.

9.0 Audit / Monitoring

As per attached policy.

4.3 Study Leave Policy – Study Leave Procedure 3: SAS and Locally Employed Doctors

1.0 Procedure Statement (Purpose / Objectives of the Procedure)

- 1.1 The purpose of this document is to direct the process to request study leave and must be read in conjunction with [HR50 Study LeavePolicy](#).
- 1.2 This procedure is to ensure that the process is transparent, efficient and equitable.

2.0 Accountabilities

2.1 Individuals must do the following.

- 2.1.1 Demonstrate personal responsibility for keeping up to date and to improve knowledge and skills.
- 2.1.2 Attend identified agreed training.
- 2.1.3 Take an active part in their annual appraisal and identify and agree areas for development.
- 2.1.4 Complete Trust study leave forms.
- 2.1.5 Notify their manager of completion of, /failure to complete or to attend agreed training (including exam and assignment requirements and leaveof absence).
- 2.1.6 Complete all mandatory training requirements before applying for study leave (note, considerations will be given to the position of mandatory training and organisational pressures at the time of the request).
- 2.1.7 Complete the appropriate declaration of interest form if training costs are being met in part or full by external sponsorship and/or gift and/or hospitality, (policy reference 3.1.7).

2.2 Managers and CDs must do the following.:

- 2.2.1 Keep their staff aware of all available education, training and development opportunities (RWT and external opportunities on KITE site).
- 2.2.2 Ensure an equitable approach is taken when approving or rejecting study leave requests.
- 2.2.3 Identify and prioritise training needs in line with service/professional needs.
- 2.2.4 Identify ways in which training activity can be resourced.
- 2.2.5 Release individuals for identified agreed training (including mandatory training).
- 2.2.6 Ensure individuals complete their required mandatory training before approving study leave (note, considerations must be given to the position of mandatory training and organisational pressures at the time of the request).
- 2.2.7 Ensure cancellation of training only occurs due to exceptional service needs, e.g., flu epidemic causing severe shortage of staff.
- 2.2.8 Monitor individual's attendance at and completion of training.
- 2.2.9 Ensure completion of Trust study leave forms.

2.2.10 Clarify with individuals the expected objectives from the study leave.

2.3 Academy Steering Group (ASG) will

2.3.1 Receive periodic reports around compliance with this policy and other reports around study leave as requested by them.

3.0 Procedure Detail / Actions

- 3.1 SAS and Locally Employed Doctors have a recommended standard of 30 days maximum per period of three years.
- 3.2 The cost of study will be assessed on a case-by-case basis, pooling resources and widening the participation to maximise funding as much as possible.
- 3.3 Additional requests for funding can be made to the directorate in which the doctor is working which would be processed and managed within the directorate in line with the consultant study leave requests.
- 3.2 The level and scope of financial support requested must be clearly identified at the time of application for the study leave; including anticipated expenses (refer to [HR 25 Expenses policy](#)).
- 3.3 The application procedure for SAS and Locally Employed Doctors study leave is detailed in the following flowchart.

Application procedure: to be made in advance of the event

Identify dates and type of study leave required (e.g. course/ conference/ exam etc.
Reimbursement will be made following approval and attendance at the event.
Course/conference fees and associated expenses should be booked and paid for by the applicant (after approval has been granted)



Fully complete the APPLICATION FOR ESTUDY LEAVE APPROVAL form. This is the standard Trust study leave form. Ensure all estimated costs are completed - claims will only be reimbursed against items approved in your application

Obtain agreement from your Consultant/ Educational Supervisor relating to your absence and arrangements for cover, and ensure your request contains the appropriate signature

Ensure to complete the appropriate request in Allocate

You will also be required to obtain the signature of the appropriate Business Manager (or medical staffing co-ordinator) - please refer to specific departmental guidelines relating to absence

Send the application form to your Clinical Director/Divisional Medical Director (if CD) You will also be required to obtain the signature of the appropriate budget holder if not your line manger



Application is processed and a study leave number is issued

Application is processed and confirmation of the Clinical Tutors decision is forwarded to the applicant via their NHS email address with the claim form attached.

Applicant books and pays for approved study leave item



All claims for expenses need to be made within three months of the study leave taking place. Approved amounts not claimed within this period will be considered as no longer required and rescinded



As soon as your study leave has taken place:

- Complete the study leave expenses claim form
- Sign the claim form and ensure your assignment number and e-study leave approval number have been added
- Attach all relevant receipts
- Attach certificate of attendance or other appropriate proof of attendance
- Forward your claim to the Medical Education Manager to sign and send to finance



Claims are processed, authorised and forwarded to the Payroll Services Department for payment. Reimbursements are included in your salary.

4.0 Equipment Required

None.

5.0 Training

The Study Leave Policy and associated study leave procedures for medical staff will be disseminated through the Postgraduate Medical Education Committee and the education structures. It will be available on the Trust Intranet site.

6.0 References

[HR 25 Expenses policy](#)

[OP41 Induction and Mandatory Training Policy](#)

7.0 Maintenance

7.1 The Medical Education Manager will be responsible for keeping this procedure up to date.

7.2 Any changes/amendments will be agreed through the Postgraduate Medical Education Committee.

8.0 Audit / Monitoring

As per attached policy.

4.4 Study Leave Policy – Study Leave Procedure 4 (Doctors in Training)

1.0 Procedure Statement (Purpose / Objectives of the Procedure)

- 1.1 The purpose of this document is to direct the process for doctors in training to request study leave in line with the updated Health Education England Study Leave Policy; it must be read in conjunction with [HR50 Study Leave Policy](#).
- 1.2 This procedure is to ensure that the process is transparent, efficient and equitable.

2.0 Accountabilities

2.1 Doctors in Training must do the following.

- 2.1.1 Demonstrate personal responsibility for keeping up to date and to improve knowledge and skills.
- 2.1.2 Attend identified training as agreed with their Educational Supervisor.
- 2.1.3 Take an active part in their annual appraisal and identify and agree areas for development (documented on the personal development plan: PDP).
- 2.1.4 Complete their Learning Agreement on the foundation/specialty eportfolio.
- 2.1.5 Complete Trust study leave forms.
- 2.1.6 Notify their supervisor of completion of or failure to complete or attend agreed training (including exam or assignment requirements and leave of absence).
- 2.1.7 Complete all mandatory training requirements before applying for study leave (note, considerations will be given to the position of mandatory training and organisational pressures at the time of the request).
- 2.1.8 Update eportfolio with evidence of attendance after the event.
- 2.1.9 Complete the appropriate declaration of interest form if training costs are being met in part or full by external sponsorship and/or gift and/or hospitality, (policy reference 3.1.7).

2.2 Educational Supervisors must do the following.

- 2.2.1 Keep their allocated trainees aware of all relevant education, training and development opportunities (internal and external opportunities).
- 2.2.2 Ensure an equitable approach is taken when approving or rejecting study leave requests.
- 2.2.3 Identify and prioritise training needs in line with curriculum outcomes or agree individualised training opportunities.
- 2.2.4 Release individuals for identified agreed training (including mandatory training).
- 2.2.5 Ensure individuals complete their required mandatory training before approving study leave (note, considerations will be given to the position of mandatory training and organisational pressures at the time of the request).
- 2.2.6 Ensure cancellation of training only occurs due to exceptional service needs, e.g., flu epidemic causing severe shortage of staff (Operation

Pressures Escalation 3-4).

2.2.7 Monitor individual's attendance at and completion of training.

2.2.8 Ensure completion of Trust study leave forms.

2.2.9 Clarify with individuals the expected objectives from the study leave.

2.2.10 Take note of training recommended by their relevant Royal College and Specialty School.

2.3 Academy Steering Group (ASG) will

2.3.1 Receive periodic reports around compliance with this policy and other reports around study leave as requested by them.

3.0 Procedure Detail / Actions

Grade	Days per annum
<u>Foundation Doctor Year 1</u>	15
Foundation Year 2 and above	30

3.1 Study leave for Foundation Year 1 doctors will take the form of regular teaching and training sessions as agreed locally.

3.2 Study leave for doctors at Foundation Year 2 and above will include periods of regular, scheduled teaching and training sessions, and may also, with approval from the educational supervisors, include:

- Undertaking an approved external course, and
- Periods of sitting (or preparing for) an examination for a higher qualification where it is a requirement of the curriculum (NB examination fees are not covered by study leave funds).

3.3 General

3.3.1 Private study leave will not be supported. Experience and training at the workplace are generally considered more effective. The Clinical Tutor can exercise some discretion to grant limited private study leave where circumstances have otherwise made it difficult for a trainee to meet specific aspects of the curriculum. This will never exceed one week.

3.3.2 Exam leave (within the UK or the Republic of Ireland) is permitted normally for two attempts. The leave to take examinations is not deducted from the 30 days annual study leave allowance. Application for exam leave should follow the same process as any other study leave application including adequate notice.

3.4 Study leave budget allowance

3.4.1 The study leave budget is top sliced from the Postgraduate Education and Training Tariff by HEE and held centrally by them.

3.4.2 All requests must be approved by the Educational Supervisor and signed off by the Clinical Tutor or their representative.

3.4.3 The following specialties manage their own study leave budgets for

training grades and doctors should contact their respective specialty schools for details relating to the application and reimbursement of expenses for study leave. However, a study leave form should still be submitted in the usual way (not applicable to those in non-training posts).

- General Practice
- Obstetrics & Gynaecology
- Ophthalmology
- Paediatrics
- Radiology
- Surgery – including
 - Cardio-Thoracic Surgery
 - Oral & Maxillo-Facial Surgery
 - Otolaryngology (ENT)
 - Trauma & Orthopaedic Surgery
 - Urology,

3.4.4 The level and scope of financial support requested must be clearly identified at the time of application for the study leave, including anticipated expenses.

3.4.5 Expenses (i.e. travel and subsistence), up to the agreed maximum allowances may be granted, subject to budget, on the production of receipts (refer to [HR 25 Expenses policy](#)).

3.4.6 No payment will be made for exam fees.

3.4.7 No payment will be made for travel expenses for overseas examinations.

3.5 The application procedure for Doctors in Training study leave is detailed in the following flowchart.

Application procedure: to be made in advance of the event

Identify dates and type of study leave required (e.g. course/ conference/ exam etc.
Reimbursement will be made following approval and attendance at the event.
Course/conference fees and associated expenses should be booked and paid for by the applicant (after approval has been granted)

Fully complete the APPLICATION FOR ESTUDY LEAVE APPROVAL form. This is the standard Trust study leave form. Ensure all estimated costs are completed - claims will only be reimbursed against items approved in your application

Obtain agreement from your Consultant/ Educational Supervisor relating to your absence and arrangements for cover, and ensure your request contains the appropriate signature

Ensure to complete the appropriate request in Allocate

You will also be required to obtain the signature of the appropriate Business Manager (or medical staffing co-ordinator) - please refer to specific departmental guidelines relating to absence

Send the application form to your Consultant/ Educational Supervisor. You will also be required to obtain the signature of the appropriate budget holder if not your line manger

Application is processed and a study leave number is issued

Application is processed and confirmation of the Clinical Tutors decision is forwarded to

the applicant via their NHS email address with the claim form attached.

Applicant books and pays for approved study leave item

All claims for expenses need to be made within three months of the study leave taking place. Approved amounts not claimed within this period will be considered as no longer required and rescinded

As soon as your study leave has taken place:

- Complete the study leave expenses claim form
- Sign the claim form and ensure your assignment number and e-study leave approval number have been added
- Attach all relevant receipts
- Attach certificate of attendance or other appropriate proof of attendance
- Forward your claim to the Medical Education Manager to sign and send to finance

Claims are processed, authorised and forwarded to the Payroll Services Department for payment. Reimbursements are included in your salary.

4.0 Equipment Required

None.

5.0 Training

The Study Leave Policy and associated study leave procedures for medical staff will be disseminated through the Postgraduate Medical Education Committee and the education structures. It will be available on the Trust Intranet site.

6.0 References

[Accessing centralised study budgets – a guide for trainees \(HEE\)HR25 Expenses Policy](#)
[OP41 Induction and Mandatory Training Policy](#)

7.0 Maintenance

7.1 The Medical Education Manager will be responsible for keeping this procedure up to date.

7.2 Any changes/amendments will be agreed through the Postgraduate Medical Education Committee.

8.0 Audit / Monitoring

As per attached policy.

4.5 Study Leave Policy – Study Leave Procedure 5 (Clinical Fellows)

1.0 Procedure Statement (Purpose / Objectives of the Procedure)

- 1.1 The purpose of this document is to direct the process for Clinical Fellows to request study leave and must be read in conjunction with [HR50 Study Leave Policy](#).
- 1.2 This procedure is to ensure that the process is transparent, efficient and equitable.

2.0 Accountabilities

- 2.1 Individuals must do the following.
 - 2.1.1 Demonstrate personal responsibility for keeping up to date and to improve knowledge and skills.
 - 2.1.2 Attend identified agreed training.
 - 2.1.3 Take an active part in their annual appraisal and identify and agree areas for development.
 - 2.1.4 Complete Trust study leave forms.
 - 2.1.5 Notify their manager of completion of or failure to complete or to attend agreed training (including exam or assignment requirements and leave of absence).
 - 2.1.6 Complete all mandatory training requirements before applying for study leave.
 - 2.1.7 Complete the appropriate declaration of interest form if training costs are being met in part or full by external sponsorship and, or gift and, or hospitality, (policy reference 3.1.7).
- 2.2 Managers and CDs must do the following.
 - 2.2.1 Keep their staff aware of all available relevant education, training and development opportunities (internal and external opportunities).
 - 2.2.2 Ensure an equitable approach is taken when approving or rejecting study leave requests.
 - 2.2.3 Identify and prioritise training needs in line with service/professional needs.
 - 2.2.4 Identify ways in which training activity can be resourced.
 - 2.2.5 Release individuals for identified agreed training (including mandatory training).
 - 2.2.6 Ensure individuals complete their required mandatory training before approving study leave (note, considerations will be given to the position of mandatory training and organisational pressures at the time of the request).
 - 2.2.7 Ensure cancellation of training only occurs due to exceptional service needs, e.g., flu epidemic causing severe shortage of staff.
 - 2.2.8 Monitor individual's attendance at/completion of training.
 - 2.2.9 Ensure individuals receive an annual appraisal and a Personal Development Plan (PDP) is agreed.
 - 2.2.10 Ensure completion of Trust study leave forms.
 - 2.2.11 Clarify with individuals the expected objectives from the study leave.
- 2.3 Academy Steering Group (ASG) will:

2.3.1 Receive periodic reports around compliance with this policy and other reports around study leave as requested by them.

3.0 Procedure Detail / Actions

- 3.1 Clinical Fellows have the same entitlement to time for professional development (study leave) as other staff such as SAS doctors i.e., 10 days per annum.
- 3.2 However, five days of that time is 'top-sliced' to be set against internal training opportunities such as regular department teaching, grand rounds, ALS if required, etc. and including the requirement that **ALL** clinical fellows are expected to complete the CPD module offered by the University of Wolverhampton (UoW) which will include at least two days of direct teaching. Thus, Clinical Fellows will have 5 days available for attending external (non-RWT / UoW) training appropriate to their development and approved by their Educational Supervisor.
- 3.3 If a Clinical Fellow chooses to pursue additional Masters study options with the UoW, they will be allowed additional days of study leave to do this above the quotas described above but will have to book the leave as per normal.
- 3.4 The costs of all appropriate UoW modules will be paid for by the Trust. In addition to this budget, support is available for course fees such as those for ALS which will be picked up by the organisation.

3.5 Study Leave budget allowance

- 3.5.1 The cost of study will be assessed on a case-by-case basis, pooling resources and widening the participation to maximise funding as much as possible.
 - 3.5.2 The Clinical Tutor holds the study leave budget and all requests must be approved by the Clinical Tutor or their delegated representative.
 - 3.5.3 The level and scope of financial support requested must be clearly identified at the time of application for the study leave, including anticipated expenses.
 - 3.5.4 Expenses (i.e., travel and subsistence), up to the agreed maximum allowances may be granted, subject to budget, on the production of receipts. Refer to [HR 25 Expenses policy](#).
 - 3.5.5 No payment will be made for exam fees.
 - 3.5.6 No payment will be made for exam preparation courses.
 - 3.5.7 No payment will be made for travel expenses for overseas examinations.
- 3.6 The application procedure for Clinical Fellows' study leave is detailed in the following flowchart.

Application procedure: to be made in advance of the event

Identify dates and type of study leave required (e.g. course/ conference/ exam etc.
Reimbursement will be made following approval and attendance at the event.
Course/conference fees and associated expenses should be booked and paid for by the applicant (after approval has been granted)



Fully complete the APPLICATION FOR ESTUDY LEAVE APPROVAL form. This is the standard Trust study leave form. Ensure all estimated costs are completed - claims will only be reimbursed against items approved in your application

Obtain agreement from your Consultant/ Educational Supervisor relating to your absence and arrangements for cover, and ensure your request contains the appropriate signature

Ensure to complete the appropriate request in Allocate

You will also be required to obtain the signature of the appropriate Business Manager (or medical staffing co-ordinator) - please refer to specific departmental guidelines relating to absence

Send the application form to your Consultant/ Educational Supervisor. You will also be required to obtain the signature of the appropriate budget holder if not your line manager



Application is processed and a study leave number is issued

Application is processed and confirmation of the Clinical Tutors decision is forwarded to the applicant via their NHS email address with the claim form attached.

Applicant books and pays for approved study leave item



All claims for expenses need to be made within three months of the study leave taking place. Approved amounts not claimed within this period will be considered as no longer required and rescinded



As soon as your study leave has taken place:

- Complete the study leave expenses claim form
- Sign the claim form and ensure your assignment number and e-study leave approval number have been added
- Attach all relevant receipts
- Attach certificate of attendance or other appropriate proof of attendance
- Forward your claim to the Medical Education Manager to sign and send to finance



Claims are processed, authorised and forwarded to the Payroll Services Department for payment. Reimbursements are included in your salary.

4.0 Equipment Required

None.

5.0 Training

The Study Leave Policy and associated study leave procedures for medical staff will be disseminated through the Postgraduate Medical Education Committee and the education structures. It will be available on the Trust Intranet site.

6.0 References

[HR 25 Expenses policy](#)

[OP41 Induction and Mandatory Training Policy](#)

7.0 Maintenance

7.1 The Medical Education Manager will be responsible for keeping this procedure up to date.

7.2 Any changes/amendments will be agreed through the Postgraduate Medical Education Committee.

8.0 Audit / Monitoring

As per attached policy.

4.6 Study Leave Policy – Study Leave Procedure 6 (Clinical Teaching Fellows)

1.0 Procedure Statement (Purpose / Objectives of the Procedure)

- 1.1 The purpose of this document is to direct the process for Clinical Teaching Fellows to request study leave and must be read in conjunction with [HR50 Study Leave Policy](#).
- 1.2 This procedure is to ensure that the process is transparent, efficient and equitable.

2.0 Accountabilities

2.1 Individuals must do the following.

- 2.1.1 Demonstrate personal responsibility for keeping up to date and to improve knowledge and skills.
- 2.1.2 Attend identified agreed training.
- 2.1.3 Take an active part in their annual appraisal and identify and agree areas for development.
- 2.1.4 Complete Trust study leave forms.
- 2.1.5 Notify their manager of completion of or failure to complete or attend agreed training (including exam or assignment requirements and leave of absence).
- 2.1.6 Complete all mandatory training requirements as a priority before applying for study leave.
- 2.1.7 Share their learning opportunities and experience of national and other external courses via reflection and written feedback to the Undergraduate Head of Academy.
- 2.1.8 Complete the appropriate declaration of interest form if training costs are being met in part or full by external sponsorship and, or gift and, or hospitality, (policy reference 3.1.7).

2.2 Managers and CDs must do the following:

- 2.2.1 Keep their staff aware of all available relevant education, training and development opportunities (internal and external opportunities).
- 2.2.2 Ensure an equitable approach is taken when approving or rejecting study leave requests.
- 2.2.3 Identify and prioritise training needs in line with service and professional needs.
- 2.2.4 Identify ways in which training activity can be resourced.
- 2.2.5 Release individuals for identified agreed training (including mandatory training) including courses which will enhance their chosen career progression.
- 2.0.1 Ensure individuals complete their required mandatory training before approving study leave (note, considerations will be given to the

position of mandatory training and organisational pressures at the time of the request).

2.2.6 Ensure cancellation of training only occurs due to exceptional service needs, e.g., flu epidemic causing severe shortage of staff.

2.2.7 Monitor individual's attendance at/completion of training.

2.2.8 Ensure individuals receive an annual appraisal and a Personal Development Plan (PDP) is agreed.

2.2.9 Ensure completion of Trust study leave forms.

2.2.10 Clarify with individuals the expected objectives from the study leave.

2.3 Academy Steering Group (ASG) will:

2.3.1 Receive periodic reports around compliance with this policy and other reports around study leave as requested by them.

3.0 Procedure Detail / Actions

3.1 Clinical Teaching Fellows have the same entitlement to time for professional development (study leave) as other Fellow staff such as Clinical Fellows i.e., 10 days per annum.

3.2 However, five days of that time is 'top-sliced' to be set against internal training opportunities such as regular department teaching, grand rounds, Advanced Life support (ALS) if required, etc. and including the requirement that all clinical teaching fellows are expected to complete the Postgraduate Certificate in Medical Education offered by the University of Birmingham (UoB). Thus, Clinical Teaching Fellows will have 5 days available for attending external (non-RWT / UoB) training appropriate to their development and approved by their Educational Supervisor.

3.3 The costs of all the specified UoB modules will be paid for by the organisation. In addition to this budget, support is available for course fees such as those for ALS which will be picked up by the organisation.

3.4 Study leave budget allowance

3.4.1 The cost of study will be assessed on a case-by-case basis, pooling resources and widening the participation to maximise funding as much as possible.

3.4.2 The Head of Undergraduate Medical Education holds the study leave budget and all requests must be approved by them or their delegated representative.

3.4.3 The level and scope of financial support requested must be clearly identified at the time of application for the study leave, including

anticipated expenses.

- 3.4.4 Expenses (i.e. travel and subsistence), up to the agreed maximum allowances may be granted, subject to budget, on the production of receipts (refer to [HR 25 Expenses policy](#));
 - 3.4.5 No payment will be made for exam fees.
 - 3.4.6 No payment will be made for exam preparation courses.
 - 3.4.7 No payment will be made for travel expenses for overseas examinations.
- 3.5** The application procedure for Clinical Teaching Fellows' study leave is detailed in the following flowchart.

Application procedure: to be made in advance of the event

Identify dates and type of study leave required (e.g. course/ conference/ exam etc.
Reimbursement will be made following approval and attendance at the event.
Course/conference fees and associated expenses should be booked and paid for by the applicant (after approval has been granted)



Fully complete the APPLICATION FOR ESTUDY LEAVE APPROVAL form. This is the standard Trust study leave form. Ensure all estimated costs are completed - claims will only be reimbursed against items approved in your application
Obtain agreement from your Consultant/ Educational Supervisor relating to your absence and arrangements for cover, and ensure your request contains the appropriate signature
Ensure to complete the appropriate request in Allocate
You will also be required to obtain the signature of the appropriate Business Manager (or medical staffing co-ordinator) - please refer to specific departmental guidelines relating to absence
Send the application form to your Consultant/ Educational Supervisor. You will also be required to obtain the signature of the appropriate budget holder if not your line manger



Application is processed and a study leave number is issued
Application is processed and confirmation of the Clinical Tutors decision is forwarded to the applicant via their NHS email address with the claim form attached.
Applicant books and pays for approved study leave item



All claims for expenses need to be made within three months of the study leave taking place. Approved amounts not claimed within this period will be considered as no longer required and rescinded



As soon as your study leave has taken place:

- Complete the study leave expenses claim form
- Sign the claim form and ensure your assignment number and e-study leave approval number have been added
- Attach all relevant receipts
- Attach certificate of attendance or other appropriate proof of attendance
- Forward your claim to the Medical Education Manager to sign and send to finance



Claims are processed, authorised and forwarded to the Payroll Services Department for payment. Reimbursements are included in your salary.

4.0 Equipment Required

None.

5.0 Training

The Study Leave Policy and associated study leave procedures for medical staff will be disseminated through the Postgraduate Medical Education Committee and the education structures. It will be available on the Trust Intranet site.

6.0 References

[HR 25 Expenses policy](#)

[OP41 Induction and Mandatory Training Policy](#)

7.0 Maintenance

7.1 The Medical Education Manager will be responsible for keeping this procedure up to date.

7.2 Any changes/amendments will be agreed through the Postgraduate Medical Education Committee.

8.0 Audit / Monitoring

As per attached policy.