

Guide to Study Leave Admin Process

(This guide is not an exhaustive guide, you must refer to the study leave guide/policy for more details)

	Trust Drs (<i>Trust appointed Drs - CFs, SCFs, JCFs</i>)	Training Grade (<i>CTs, STs, SpRs</i>)	F2	F1
STUDY DAY ALLOCATION	<p>15 days per year (pro-rata in each department)</p> <ul style="list-style-type: none"> Private study limited to 5 days plus one exam day per year (within the 15 days). A doctor on a contract of employment of less than 12 months' duration is entitled to study leave on a pro rata basis. 	<p>30 days per year (pro-rata in each department)</p> <ul style="list-style-type: none"> including mandatory teaching days (incl Regional Teaching) Private study limited to 5 days plus one exam day per year (within the 30 days). A doctor on a contract of employment of less than 12 months' duration is entitled to study leave on a pro rata basis. 	<p>30 days per year (pro-rata in each department)</p> <ul style="list-style-type: none"> including mandatory teaching days (incl Regional Teaching) Private study limited to 5 days plus one exam day per year (within the 30 days). 	<p>15 days per year (pro-rata in each department)</p> <ul style="list-style-type: none"> includes: ILS/Clinical Simulation/Career Workshop/ Taster Week/F1 Teaching).
STUDY FUNDS	<p>£600* / Year (Apr - Mar – pro-rata) *no c/f to next year</p>	<p>No Capped Funds* (* read study leave guidelines before applying for funding)</p>	<p>No Capped Funds* (* read study leave guidelines before applying for funding)</p>	<p>No funding available</p>
APPLICATION FORMS	<ul style="list-style-type: none"> Study leave application form <u>if requesting funding</u> or CRMS if time only Applications must be submitted for every episode of study leave including mandatory deanery study days/private study leave/exam leave – whether requesting time and funding, time only or funding only 	<ul style="list-style-type: none"> Study leave application form <u>if requesting funding</u> or CRMS if time only Applications must be submitted for every episode of study leave including mandatory deanery study days/private study leave/exam leave – whether requesting time and funding, time only or 	<ul style="list-style-type: none"> Study leave application form <u>if requesting funding</u> or CRMS if time only Applications must be submitted for every episode of study leave including mandatory deanery study days/private study leave/exam leave – whether requesting time and funding, time only or funding only 	<p>CRMS or study leave form</p>

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		funding only		
APPROVAL:	All study leave must be approved by your educational supervisor and relevant manpower coordinator before sending to PGMC for final authorization by the Clinical Tutor.	All study leave must be approved by your educational supervisor and relevant manpower coordinator before sending to PGMC for final authorization by the Clinical Tutor.	All study leave must be approved by your educational supervisor and relevant manpower coordinator before sending to PGMC for final authorization by the Clinical Tutor.	All study leave must be approved by your educational supervisor and relevant manpower coordinator before sending to PGMC for final authorization by the Clinical Tutor.
RETROSPECTIVE APPLICATIONS	Your application should be signed off and confirmed by rota co-ordinator 6 weeks before & the Edu Supervisor 2 weeks before. Study leave application <u>Retrospective applications will not be considered</u>	Your application should be signed off and confirmed by rota co-ordinator 6 weeks before & the Edu Supervisor 2 weeks before. Study leave application <u>Retrospective applications will not be considered</u>	Your application should be signed off and confirmed by rota co-ordinator 6 weeks before & the Edu Supervisor 2 weeks before. Study leave application <u>Retrospective applications will not be considered</u>	Your application should be signed off and confirmed by rota co-ordinator 6 weeks before & the Edu Supervisor 2 weeks before. Study leave application <u>Retrospective applications will not be considered</u>
OVERSEAS EXPENSES	Expenses for study leave <u>overseas are not covered unless approved by Clinical Tutor (Mr Moorthy) 6 weeks before the event</u>	Expenses for study leave <u>overseas are not covered unless approved by HEETV 6 weeks before the event</u>	Expenses for study leave <u>overseas are not covered unless approved by HEETV 6 weeks before the event</u>	N/A

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<u>OTHER EXPENSES:</u>	<p><u>ACCOMMODATION:</u></p> <ul style="list-style-type: none"> • Requests for reimbursement of overnight accommodation costs will normally only be granted for candidates who are travelling from a base destination more than 100 miles from the venue • Accommodation costs to be covered by Trust will be limited to the duration of the event plus one night, either before or after the event dates, unless there is no feasible public transportation when one additional night's costs will be met. • Overnight costs will be reimbursed up to a maximum limit of £55.00 • <u>SUBSISTENCE</u> A meals allowance of £20 to cover the cost of a main evening meal and one other day time meal. <p><u>TRAVEL:</u></p> <ul style="list-style-type: none"> • Travel paid at standard NHS rates, second class rail. • One fixed rate of reimbursement for travel by car will be paid – 0.45p/mile. 	<p><u>ACCOMMODATION:</u></p> <ul style="list-style-type: none"> • Requests for reimbursement of overnight accommodation costs will normally only be granted for candidates who are travelling from a base destination more than 100 miles from the venue • Accommodation costs to be covered by HEE TV will be limited to the duration of the event plus one night, either before or after the event dates, unless there is no feasible public transportation when one additional night's costs will be met. • Overnight costs will be reimbursed up to a maximum limit of £55.00 per night. <p><u>SUBSISTENCE</u></p> <ul style="list-style-type: none"> • Subsistence allowance towards meals of £15.00 per day if not included in the event package (or 	<p><u>ACCOMMODATION:</u></p> <ul style="list-style-type: none"> • Requests for reimbursement of overnight accommodation costs will normally only be granted for candidates who are travelling from a base destination more than 100 miles from the venue • Accommodation costs to be covered by HEE TV will be limited to the duration of the event plus one night, either before or after the event dates, unless there is no feasible public transportation when one additional night's costs will be met. • Overnight costs will be reimbursed up to a maximum limit of £55.00 per night. <p><u>SUBSISTENCE</u></p> <ul style="list-style-type: none"> • Subsistence allowance towards meals of £15.00 per day if not included in the event package (or accommodation room rate where applicable). 	N/A

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	<p>Mileage is calculated from the work base to study leave base or home to study leave base whichever is shorter distance.</p>	<p>accommodation room rate where applicable).</p> <ul style="list-style-type: none"> • ‘Gala’ dinners at additional expense are not covered by the Study Leave budget • No payment will be made for alcoholic beverages under any circumstances. <p><u>TRAVEL:</u></p> <ul style="list-style-type: none"> • By Car: Candidates will be paid at public transport rate of 28p per mile). The shortest practicable route should be taken and car parking fees will be reimbursed on production of receipts. • By Rail: Supersavers and standard class rail fares only. The most cost effective fare must be sought. If possible, doctors should purchase tickets in advance to ensure this. Receipts for rail travel must include the date of travel and the start and finish locations. Credit 	<ul style="list-style-type: none"> • ‘Gala’ dinners at additional expense are not covered by the Study Leave budget • No payment will be made for alcoholic beverages under any circumstances. <p><u>TRAVEL:</u></p> <ul style="list-style-type: none"> • By Car: Candidates will be paid at public transport rate of 28p per mile). The shortest practicable route should be taken and car parking fees will be reimbursed on production of receipts. • By Rail: Supersavers and standard class rail fares only. The most cost effective fare must be sought. If possible, doctors should purchase tickets in advance to ensure this. Receipts for rail travel must include the date of travel and the start and finish locations. Credit card receipts are not sufficient. If you are using EuroStar, you should seek prior approval, 	

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		<p>card receipts are not sufficient. If you are using EuroStar, you should seek prior approval, as if flying to Europe, from studyleave.tv@hee.nhs.uk .</p> <ul style="list-style-type: none"> • By Taxi: Expenses will be reimbursed for short journeys only such as from the nearest train station to the venue. A receipt will be required. • By Air - within the UK (i.e. England, Wales, Scotland or N. Ireland) you do NOT need to seek prior approval • By Air: you should seek prior approval, as if flying to outside UK, from studyleave.tv@hee.nhs.uk • Mileage is calculated from the work base to study leave base or home to study leave base whichever is shorter distance. 	<p>as if flying to Europe, from studyleave.tv@hee.nhs.uk .</p> <ul style="list-style-type: none"> • By Taxi: Expenses will be reimbursed for short journeys only such as from the nearest train station to the venue. A receipt will be required. • By Air - within the UK (i.e. England, Wales, Scotland or N. Ireland) you do NOT need to seek prior approval • By Air: you should seek prior approval, as if flying to outside UK, from studyleave.tv@hee.nhs.uk <p>Mileage is calculated from the work base to study leave base or home to study leave base whichever is shorter distance.</p>	

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ORIGINAL RECEIPT	<ul style="list-style-type: none"> Receipts must be provided for all expenses otherwise your claim will not be processed. Receipts should be attached individually to the expenses claim Doctors are advised to keep a copy of the form and receipts they submit in case of problem or a query with payment. 	<ul style="list-style-type: none"> Receipts must be provided for all expenses otherwise your claim will not be processed. Receipts should be attached individually to the expenses claim Doctors are advised to keep a copy of the form and receipts they submit in case of problem or a query with payment. 	<ul style="list-style-type: none"> Receipts must be provided for all expenses otherwise your claim will not be processed. Receipts should be attached individually to the expenses claim Doctors are advised to keep a copy of the form and receipts they submit in case of problem or a query with payment. 	N/A
HOW TO CLAIM EXPENSES IF APPROVED BY PGMC:	Completed expenses claim form must be received in PGMC, no later than 60 working days after course , with <u>original</u> receipts and <u>a copy of the certificate of attendance</u> .	Completed expenses claim form must be received in PGMC, no later than 60 working days after course , with <u>original</u> receipts and <u>a copy of the certificate of attendance</u> .	Completed expenses claim form must be received in PGMC, no later than 60 working days after course , with <u>original</u> receipts and <u>a copy of the certificate of attendance</u> .	N/A
PAYMENT	Payment will be made through Payroll (payments will be made in the following month's pay-run)	Payment will be made through Payroll (payments will be made in the following month's pay-run)	Payment will be made through Payroll (payments will be made in the following month's pay-run)	N/A

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APPLICATION FORM	Application forms (hard copy) are available from the Postgraduate Centre or from your rota co-ordinator	Application forms (hard copy) are available from the Postgraduate Centre or from your rota co-ordinator.	Application forms (hard copy) are available from the Postgraduate Centre or from your rota co-ordinator	Application forms (hard copy) are available from the Postgraduate Centre or from your rota co-ordinator