



Study Leave Application Process

Lifelong investment in people:

Flowchart

Discuss study leave plans with your Educational Supervisor/Training Programme Director (TPD) at the start of your placement



Make sure you confirm the time off required for study leave with the rota co-ordinator in accordance with timescale processes (6 weeks in advance)



Submit study leave application to your Educational Supervisor with confirmation that the time off has departmental approval and will not affect your agreed work schedule



Your Educational Supervisor will review the application against curriculum requirements and your personal development plan



Your application should be signed off and confirmed by the Educational Supervisor and/or DME* in accordance with timescale processes (within 4 weeks of receipt)



Yes - curriculum

requirements under

£600













Submit the application with a copy of your PDP to your TPD for review sign off.



Once approved you can undertake your educational course - make sure you keep all receipts



Submit an expense claim to your employing NHS Trust in accordance with timescale processes (within 8 weeks of attending the course) and provide proof of attendance and receipts



Payment will be made to the trainee at the earliest opportunity and in line with Trust's reimbursement processes.



Health Education England

If your application is not approved, the Educational Supervisor will confirm this in writing and provide reasons for this decision



No

If your application is not approved, the TPD will confirm this in writing and provide reasons for this decision

*Important info: Some Trusts may require additional local sign off stages e.g. Medical Education Manager; if this is the case all stages of local sign off should be completed within 4 weeks. The local application process must be completed in full before any study leave can be approved/reimbursed.