



Lifelong investment in people:

Foundation Year 2 Study Leave Funding Application Process Flowchart

Discuss study leave plans with your Educational Supervisor (ES)/Foundation Training Programme Director (FTPD) at the start of your placement.



Make sure you confirm the time off required for study leave with the rota coordinator in accordance with local timescale processes.



Submit study leave application in line with the local process to ensure the time off has departmental approval and will not affect your agreed work schedule.



Your application will be reviewed against curriculum requirements and your personal development plan, signed off and confirmed by the ES and/or DME* in accordance with timescale processes.

Approved
Curriculum
requirement - ALS

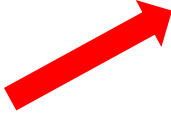
Approved
Aspirational activity

**Not
Approved**



Complete the HEE study leave form available on the HEE EoE website:
https://heeoee.hee.nhs.uk/Study_Leave
Send to the FTPD for review and approval.

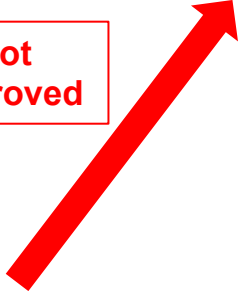
If your application is not approved at any stage this will be confirmed in writing and provide reasons for this decision.



**Not
Approved**



If approved, forward on to studyleave.eoe@hee.nhs.uk to be reviewed by the FSD/PGD who will provide a funding outcome. It is the trainee's responsibility to send the form to the relevant approvers at all stages.



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.

***Important info:**
Specific guidance for Foundation trainees can be found [here](#).

***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 must be completed. The local and HEE (when applicable) application processes must be completed in full before any study leave can be attended/reimbursed.