

SuppoRTT Study leave guidance for those on Parental Leave

Scope

Intended for trainees on an EOE training programme who are on maternity, shared parental or adoption leave. We aim to keep this factsheet up to date but please do refer to national guidance & your trust policies.

Keep in Touch (KIT) days

- Up to 10 days allowed, without bringing your maternity/adoption leave to an end
- Do not need to be used consecutively
- KIT days do not extend your maternity/adoption leave
- Can be used during paid and unpaid leave, except the first two weeks of compulsory maternity leave.
- Cannot be taken during accrued annual leave
- Working part of a day uses up 1 KIT day
- Days can be used for supervised clinical work and shadowing, as well as courses, teaching, meetings and induction activities.
- Applicable to those eligible for parental leave, regardless of whether they are in an EOE training programme/post.

Shared Parental Leave in Touch (SPLIT) days

- You must be eligible for shared parental leave to apply (which differs from shared parental pay).
- 20 days can be taken by each eligible parent
- This is in addition to the 10 KIT days allowed
- They do not have to be taken consecutively
- SPLIT days do not extend your parental leave
- Cannot be taken during accrued annual leave
- Working part of a day uses up 1 SPLIT day
- Similar to KIT days their use & details of payment must be agreed by your employer.
- Applicable to those eligible for parental leave, regardless of whether they are in an EOE training programme/post.

Payment of KIT & SPLIT days

- Payment of KIT/SPLIT days is the responsibility of the trust who is paying your maternity/adoption/shared parental leave, regardless of if your KIT/SPLIT days take place in a different trust.
- However, KIT/SPLIT days cannot be insisted on and must be agreed by your employer. If your request is refused contact your Trust SuppoRTT Champion or the SuppoRTT officer for advice. Alternatively, you may be able to take it as study leave or as a SRTT day (see below).
- If you are moving into a new deanery and your employer does not approve your KIT/SPLIT days at your new trust, contact the local suppoRTT officer at your new deanery to see what funding is available to you.
- It is recommended that you agree in writing, with your employer, how much you will be paid for KIT/SPLIT days

- Usually hours worked are paid at basic daily rate less any occupational and statutory maternity, adoption or shared parental pay.
- If KIT/SPLIT days are taken during the full pay period, the employer should ensure that the employee receives a day of paid leave in lieu once they have returned to work, as per the junior doctors' contract.
- If KIT/SPLIT days are taken during the half pay period, then half a day of paid leave in lieu can be taken once they return to work.
- If KIT/SPLIT days are taken during unpaid leave, they can be paid at the basic daily rate OR you may be able to take it as paid time off in lieu instead, with the agreement of your employer.
- A full day's pay for less than half a day's work is at the discretion of the employee.
- Pay for KIT/SPLIT days for LTFT trainees should be the same as a full-time trainee
- Employers are now encouraged to consider reimbursement of reasonable childcare costs as part of KIT/SPLIT days, so discuss this with your employing trust. If they do not agree, you can apply to SuppoRTT for childcare costs using the RTT-A form, if eligible.
- You can apply for study leave expenses such as course fees, transport etc. through the usual study leave application process.

Study Leave

- Those on parental leave are still eligible for study leave whilst away, which may be taken as KIT/SPLIT days as above or accrued to be taken at a later date after returning to work.
- Unused study leave cannot be carried forward over to the next leave year.
- Doctors should have access to study leave budget and must apply prospectively as normal
- Study leave will be subject to the normal processes of approval with regards to meeting curriculum requirements etc. or local trust policies & prospective approval.
- Study leave is useful for courses that may not be deemed eligible for KIT/SPLIT days or SRTT days (i.e. non RTT-As), but that you feel will help you support your speciality learning goals. This should be supported by your educational supervisor/college tutor or TPD and included in your PDP. In this case, expenses should be claimed via study budget. For non RTT-As additional claims for childcare expenses via the RTT-A expenses are unlikely to be approved.

Supported return to training (SRTT) days

- These are NOT funded by SuppoRTT and should be agreed locally with trust you are returning to.
- They are intended to work in a similar way to KIT/SPLIT days.
- The local trust may have limitations as to when you can use them such as during the 3-month period before your return date and in the 3-month period after.
- Similar to KIT/SPLIT days, they would be used for activities to facilitate return to work
- They can be used during accrued annual leave or when KIT/SPLIT days have not been approved by the employing trust.
- Trusts may limit you to 10 SRTT & KIT days in total, especially if you are returning to the same trust who is responsible for paying your maternity/shared parental leave.
- Prospective approval and evidence of attendance may be expected.

Reimbursement of SRTT days

- Currently, there is no national guidance on SRTT days, but we hope that in time trusts will adopt this practice and incorporate them into their own 'Return to Work' policies.
- If SRTT days are taken, a paid day or half day in lieu will usually be offered rather than payment at your basic daily rate and there may be restrictions on when they must be taken by and whether you will receive any reimbursement for days not taken.
- We recommend any arrangements for SRTT days are agreed in writing.

RTT-A Expenses

- Available for those deemed eligible for SuppoRTT funding (usually EOE trainees who have been absent for > 3months or who are returning to an EOE training post, although exceptions may apply).
- Those not eligible for SuppoRTT funding may be able to claim expenses from their study budget, or childcare costs as per guidance re KIT/SPLIT days
- Can be used in addition to KIT/SPLIT/SRTT days.
- Funding is available for reimbursement of expenses such as course fees, reasonable childcare costs and travel expenses, if they are not eligible to be claimed via study leave budget and are felt to be RTT-As.
- Please do not submit duplicate claims for expenses, if you have already claimed via study leave expenses. If you are mistakenly paid twice for the same expense, please contact the relevant trust HR.
- Reasonable childcare costs will only be considered, if the child would otherwise not have been in childcare that day or if placement has been secured earlier to facilitate uptake in return to train activities including periods of Enhanced Supervision & shadowing.
- Applications should be made using the RTT-A form & be approved prospectively. This is separate to paperwork submitted to your trust for approval of study leave or KIT/SPLIT/SRTT days.
- Your TPD, college tutor or Educational supervisor should approve your RTT-As that you claim expenses for. Documentation of these RTT-As in your SuppoRTT plan is acceptable proof of approval, otherwise please provide alternative documentation of approval.

Considerations for Clinical Work

If doing clinical work in a patient setting, you are responsible for ensuring you have:

- Adequate supervision
- Valid professional indemnity
- A contract for the trust you will be working at covering the type of work you will be doing
- Occupational health clearance.
- DBS, if applicable
- Resuscitation training, if appropriate

Key Documents

Health Education England, East of England, 2019. *Study Leave Policy*. London: HEE
<https://heeo.ee.hee.nhs.uk/faculty-educators/study-leave/study-leave-policy>

Terms and Conditions of Service for NHS Doctors and Dentists in Training (England), December 2019.
<https://www.nhsemployers.org/case-studies-and-resources/2019/12/tcs-for-doctors-and-dentists-in-training>

<https://www.acas.org.uk/maternity-paternity-and-adoption-leave-and-pay>

4. NHS Terms & Conditions Handbook. Part 3: Section 15. Leave and pay for new parents (England, Wales & Scotland)

<https://www.nhsemployers.org/tchandbook/part-3-terms-and-conditions-of-service/section-15-leave-and-pay-for-new-parents-england-wales-and-scotland>