

SuppoRTT Study leave guidance for those NOT on parental leave

Scope

Intended for trainees on an EOE training programme, who are out of training for reasons other than parental leave. It does include those on unpaid career break (OOPC) following parental leave. We aim to keep this factsheet up to date but please refer to national guidance & your trust policies.

Study leave

- Those on OOPE/OOPR/OOPC are not eligible for study leave via the HEE, EOE
- Those on OOPT may be eligible for study leave, if filling a training post on a training programme. Applications are normally submitted to the associated deanery.
- If on OOPE/OOPR/OOPT consult your employing trust and your contract, as there may be provision for study leave & expenses, although these will usually be for activities related to your specific job.
- If entitled to study leave, you may take this as time in lieu, if it is taken in the same leave year and claim for associated expenses.
- Study leave must be applied prospectively as per trust & HEE guidance.
- There may be restrictions on what courses etc are eligible for study leave.
- Study leave policies may differ for public health, GP & military trainees

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

SuppoRTT Funding Guidance

- 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).
- 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.
- They can be claimed in conjunction with SRTT days or when SRTT days have not been approved, as long as they are related to RTT-As.
- Reasonable childcare costs will only be considered, if the child would otherwise not have been in childcare that day or placement had been secured earlier to facilitate uptake in return to train activities including periods of Enhanced Supervision & shadowing.
- Childcare costs are unlikely to be reimbursed through study leave, so these can be claimed via RTT-A expenses.
- Please do not submit duplicate claims for travel & course 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.
- Those not eligible for SuppoRTT funding may be able to claim expenses from their study budget, if they are eligible (see above)
- Applications should be made using the RTT-A form & be approved prospectively, ideally at least 4 weeks before. 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.

Key Documents

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