

GP Study Leave Application & Claim Process



Flowchart

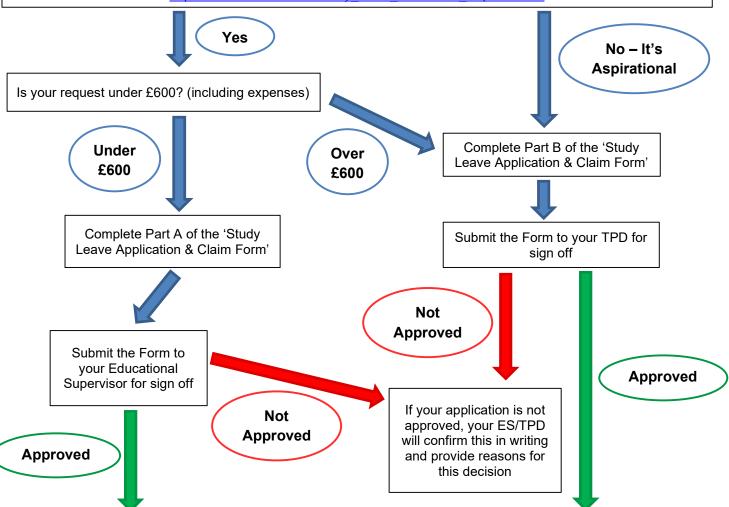
Discuss study leave plans with your Educational Supervisor/Training Programme Director (TPD) at the start of your placement



Make sure you confirm the time off required for study leave with the Clinical Supervisor/ Rota Co-ordinator/ Practice Manager in accordance with local processes (minimum of 6 weeks in advance)



Check whether your request falls under the 'Curriculum Requirements list' https://heeoe.hee.nhs.uk/study_leave_curriculum_requirements



Once approved your ES/TPD should sign and return your Form
You can now undertake your educational course - please make sure you keep all receipts



Once you have attended the course, complete 'Section 2' of the Form (Finalised Expenses) and submit to England.studyleave.eoe@nhs.net within 1 month of the course date along with the following:

- Copy of Certificate of Attendance
- Copy of proof of payment and receipts



NHSE will review your submission, you will then be reimbursed via the Lead Employer Payroll (within a maximum of 3 months of receipt)