

HEE Study Leave Appeal Process

Principles

If a doctor or dentist in training disagrees with a decision about study leave funding, they should in the first instance contact the relevant authoriser that refused the application to request an explanation / review.

If a doctor or dentist in training remains of the opinion that the wrong decision has been made, they can appeal against the decision using the HEE East of England appeal form which can be found at <https://heeo.ee.hee.nhs.uk/faculty-educators/study-leave-homepage>.

The completed appeal form should be sent via email to the HEE local office, study leave inbox: studyleave.eoe@hee.nhs.uk. The appeal form must clearly state the reason(s) for the appeal, including any evidence that may support the appeal process. The HEE East of England office will only review appeals in relation to study leave *funding*, disputes regarding study leave *time* must be resolved locally with the employer.

Appeals should be submitted within four weeks of the date that the original decision to refuse study leave was communicated to the trainee. Failure to do so will mean the appeal will not be processed.

Appeals will then be considered by a panel convened within the local office that will include a senior member of the PGMDE team, a trainee representative and the Postgraduate Dean or nominated Deputy.

Appeal panels will consider the information submitted on the form and the appellant is not required to attend. The appellant can however request to attend the panel (with or without support, e.g. trade union representative) but must make that clear at the point of submitting their appeal form.

The doctor or dentist in training will receive a response to their appeal via email within 20 working days of submission with the result of the appeal outlining the reasons for the decision reached.

HEE reserve the right to refer appeals back to the Trust or Employing Authority where it is deemed within their remit to resolve. HEE reserve the right not to enter into further appeals thereafter where the supervising clinician/Trust/Employing Authority have applied the guidance for study leave in the correct way.

The decision resulting from this appeals process is final and there will be no further right of appeal.

As part of the ongoing development of the Trainee Information System (TIS) for Study Leave, HEE will work to create the ability to capture data on appeals to enable anonymised reports to be analysed.