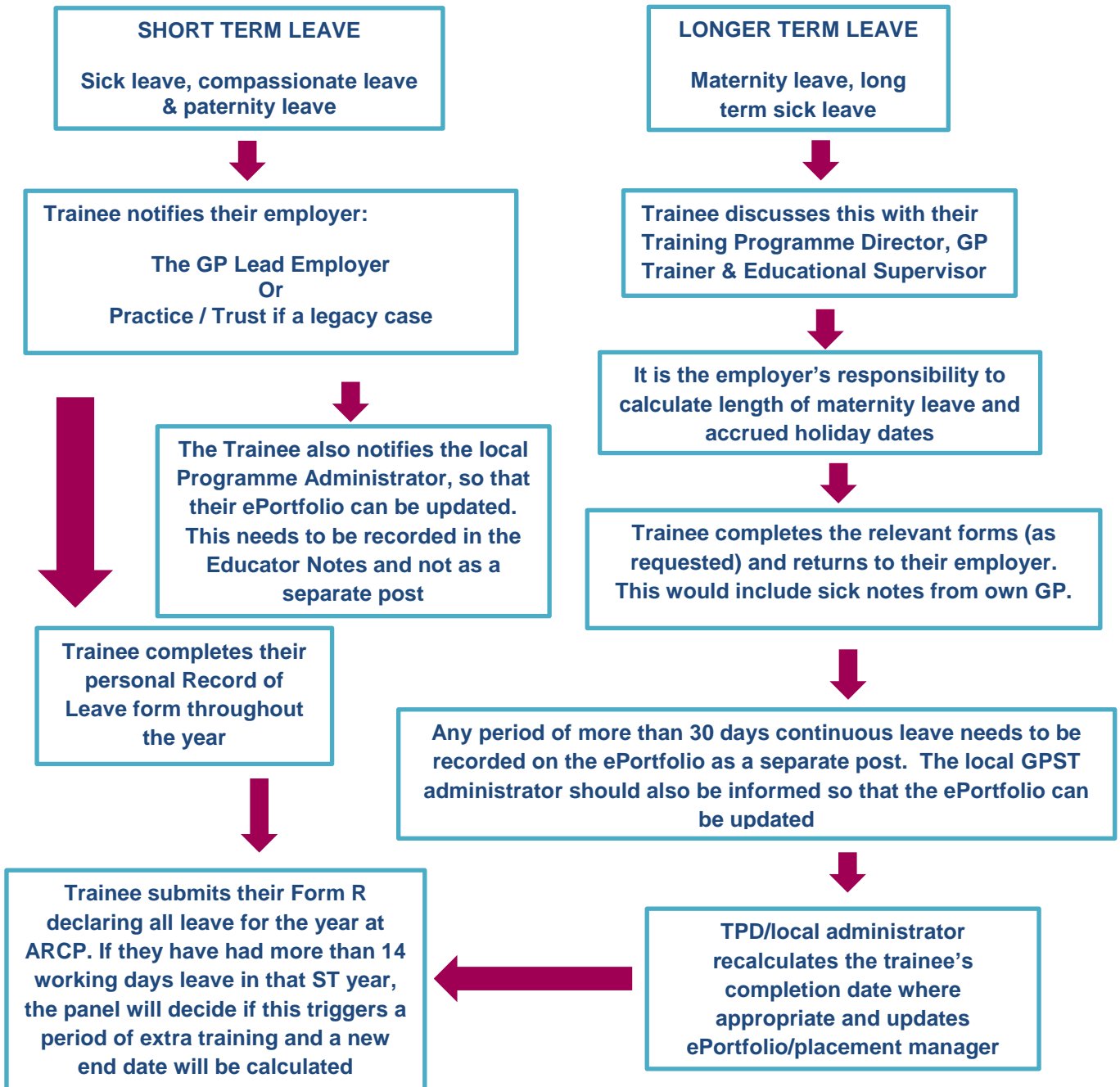


**PERIODS OF LEAVE**

This flow chart summarises the process for notifying absences from work. This includes any type of leave. It is the trainee’s responsibility to report any leave to their employer.



**HEE will audit the record and complete randomised checks on the leave forms. Any discrepancies will be viewed seriously and investigated appropriately.**

Thanks noted to the Bury St Edmunds Programme for their work on this flow chart.