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.

SHORT TERM LEAVE
Sick leave, compassionate leave & paternity leave

Trainee notifies their employer:
The GP Lead Employer
Or
Practice / Trust if a legacy case

The Trainee also notifies the local Programme Administrator, so that their ePortfolio can be updated. This needs to be recorded in the Educator Notes and not as a separate post

Trainee completes their personal Record of Leave form throughout the year

Trainee submits their Form R declaring all leave for the year at ARCP. If they have had more than 14 working days leave in that ST year, the panel will decide if this triggers a period of extra training and a new end date will be calculated

LONGER TERM LEAVE
Maternity leave, long term sick leave

Trainee discusses this with their Training Programme Director, GP Trainer & Educational Supervisor

It is the employer’s responsibility to calculate length of maternity leave and accrued holiday dates

Trainee completes the relevant forms (as requested) and returns to their employer. This would include sick notes from own GP.

Any period of more than 30 days continuous leave needs to be recorded on the ePortfolio as a separate post. The local GPST administrator should also be informed so that the ePortfolio can be updated

TPD/local administrator recalculates the trainee’s completion date where appropriate and updates ePortfolio/placement manager

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.