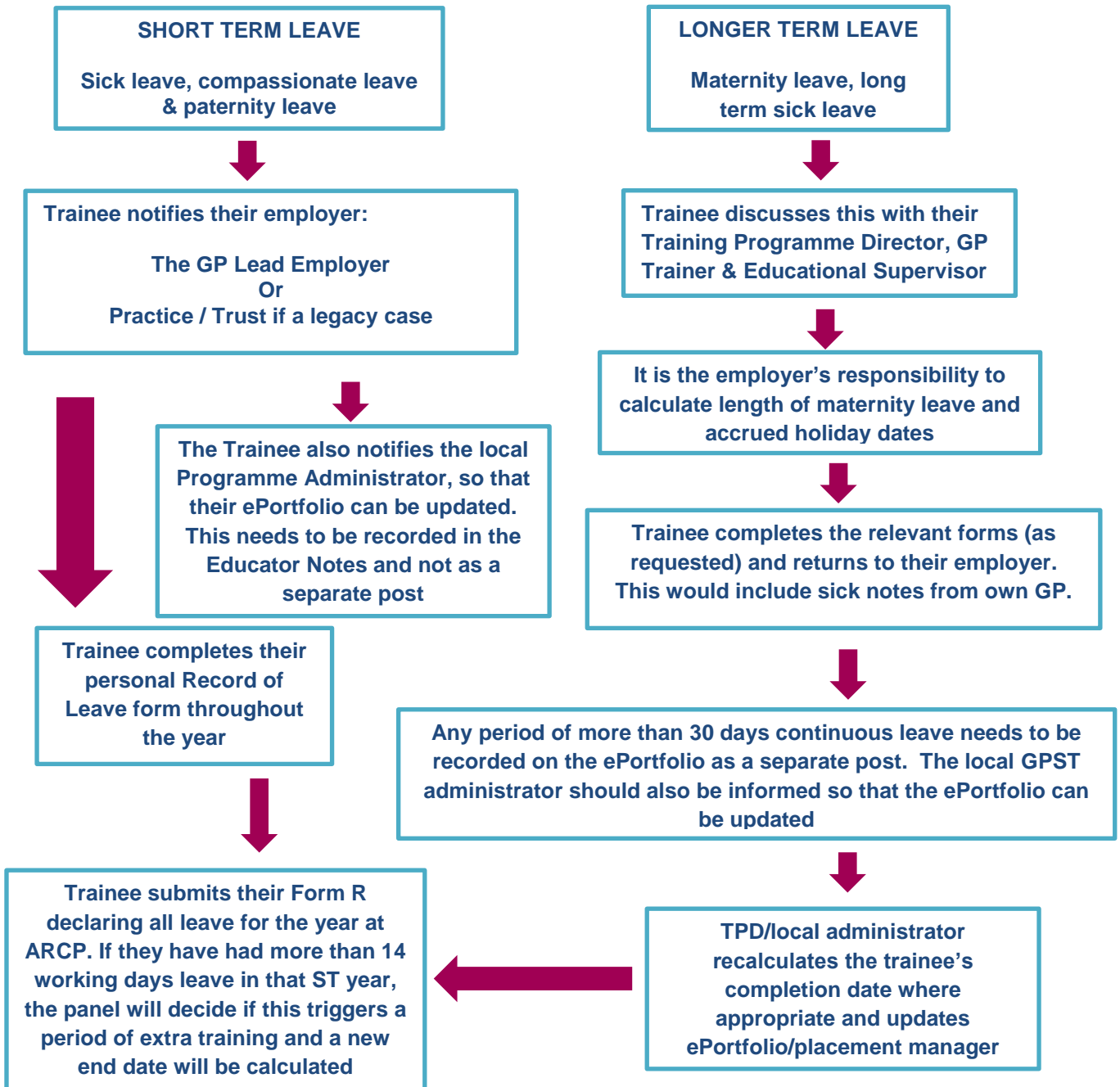


PERIODS OF LEAVE

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.