

Study Leave

Policy for West Midlands Public Health Registrars April 2022

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1 Key points

- The study leave year for Public Health registrars runs from August to July.
- Fulltime registrars are allowed 30 days per year for study leave. Less than fulltime (LTFT) registrars receive study leave days on a pro rata basis. Time will also be prorated for registrars entering or leaving training (i.e. OOP, CCT) within a training year
- Study leave can be claimed on half day units.
- The study leave is allocated to the study leave year the activity takes place in, irrespective of the time of application.
- Study leave days cannot be carried over from one year to another or used from a previous year.
- Examinations count towards the 30 days. Exam fees are not reimbursed but funding is provided towards travel, accommodation and subsistence.
- Private study leave is only granted in relation to examination sittings and can only be taken in the six weeks before an approved examination (Diplomate or Final Membership exams). A maximum of 10 days per annum can be taken for private study.
- A record of all study leave taken needs to be kept by the registrar (see appendix) and submitted as part of the ARCP.

2 Study Leave Categories and Eligibility

All study leave needs prospective approval by either the Educational Supervisor (ES) or HEE. More details on approval process are available in the flow chart in the appendix. Until the registrar has received approval, they should not go on any form of study leave.

There are 2 broad categories of study leave:

1. Routine
2. Aspirational

Routine study leave includes whatever the registrar and Educational Supervisor agree meets a training need for the FPH curriculum. The relevant competency or competencies associated with the study leave request should be clearly documented on the study leave form.

Aspirational study leave is now available to public health registrars as an additional option. Aspirational study leave includes educational or professional development opportunities that enhances the knowledge, skills and attitudes of the registrar in training, or would enhance their overall public health practice, but is not mapped to any direct FPH curriculum requirement. This type of study leave is granted dependent on the needs of the trainee to fulfil the curriculum and will only be considered where the trainee is otherwise demonstrating satisfactory progression in their learning journey towards their curriculum. Unlike routine

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study leave requests, these requests may result in a decision to part fund the activity dependent on overall costs and the nature of the activity. Aspirational study leave days are counted in your 30 day annual study leave allowance.

For a request to travel overseas for routine or aspirational study leave, the StR must show that equivalent experience could not have been obtained in the UK. All requests are considered on a case by case basis, although it is currently not considered a routine requirement to travel abroad to fulfil any particular aspect of the FPH curriculum for routine study leave. For any international study leave request, a separate form and funding agreement is outlined via the following link, as these requests follow a regional HEE decision pathway:

<https://www.westmidlandsdeanery.nhs.uk/support/trainees/study-leave/aspirational-study-leave>

International study leave requests can be granted once per programme or approximately once every 3 years at the discretion of HEE.

An example of an appropriate international study leave application would be a request to present first author research at an overseas conference which is well recognised for international policy development in a specialist area of public health practice.

For queries regarding international study leave please e-mail studyleave.wm@hee.nhs.uk

3 Approval

For all study leave requests, an appropriate form (see appendix flow chart) must be submitted to publichealthtraining.wm@hee.nhs.uk in the time period specified (see appendix flow chart).

HEE approval is required when:

- The activity attracts a fee or cost
- The activity is *aspirational* or *international*

Educational Supervisors can approve when:

- The activity is *routine* and does not attract a fee or cost

All activity, even where approved by educational supervisors and not requiring HEE approval, must be submitted via a completed form to publichealthtraining.wm@hee.nhs.uk so that we can keep accurate records of your study leave allowance. You should also log all activity on your study leave record form (see appendix).

If a trainee is not wishing to claim expenses back from HEE then only ES approval would only be required.

Forms submitted by the 5th day of each month would usually be processed and paid within the same month's payslip.

4 How to apply for HEE routine study leave

1. Apply at least four weeks before the first day of the study leave. Late applications will need to have a valid reason and might not be approved in time. Retrospective applications will not normally be accepted or reimbursed.
2. Complete the Public Health Study Leave form with any estimate costs by the submission deadline. **Information must be provided as to how the activity fulfils some part of the curriculum and/or meets competencies. Without this information, applications will be turned down.** The ES either signs the form or is copied into the email to our training inbox and should respond to say they approve.
3. Attach the following to the email application:
 - Course/ Conference: A copy of the programme
 - Supplementary Costs: Indicative costings for proposed travel method or accommodation
4. Email the form and documents to **publichealthtraining.wm@hee.nhs.uk** and await HEE approval if any costs are associated.
5. Once approved, proceed to pay for and attend the activity. Once the activity has taken place, complete the 'actual costs' section of the study leave form and attach all receipts/evidence for costs incurred and email to **publichealthtraining.wm@hee.nhs.uk**. This needs to happen by the 5th day of the following month for payment to be paid in that month.

5 Costs

- Study leave expenses include travel, subsistence and accommodation.
- Study leave budgets cannot be carried over into subsequent years, neither can StRs claim for unused funding from previous years.
- Expenses should be kept to a minimum as far as possible.
- Open train returns should not be purchased and timed trains should be used instead.
- UK flight costs are reimbursed at economy class rate up-to the level of 2nd class rail. Evidence of this comparison must be presented in the application if this method of travel is being used.
- Mileage claimed as a travel expense for study leave is paid at public transport rate of 0.28p per mile.
- Costs for accommodation and overnight subsistence will be reimbursed up-to the equivalent Whitley Council rate (£85/night London, £65 per night elsewhere plus £20 per 24 hour stay subsistence)
- Claims for expenses can be audited at any time.

6 ST1 and the MPH

Public Health registrars appointed at ST1 do not need to apply for study leave in relation to any aspect of the MPH. Registrars completing the MPH will not have any additional study leave allowance for their ST1 year unless study leave is requested for examination related private study/sitting days, or for study days otherwise mandated by HEE School of Public Health.

Certain modules are mandated for registrars completing their MPH:

20 credit modules:

Epidemiology Statistics and Research Methods

Practical Epidemiology and Statistics

10 credit modules:

Health Information and Health Informatics

Health Economics

Introduction to Leadership and Management in Health

Health Care Evaluation and Commissioning

Health Protection 1

Sociology and Social Policy

Health Promotion

Health Protection 2

Dissertation (60 Credits)**Total: 180 credits**

The dissertation equates to a maximum of 15 weeks work. It does not need a study leave application.

Other modules (usually up to a total of 40 credits) are available for registrars to 'sit-in' and attend to enhance their learning and development, and these will not be assessed. Sitting in on additional modules is voluntary. Further details of these modules will be provided by the University of Birmingham.

7 ST2 Entry

Registrars who have already completed a master's level qualification in public health usually enter at ST2. New public health registrars appointed at ST2 may be offered HEE funded MPH modules to support their Diplomate examination attempt in agreement with the Academic TPD. Attendance at these will count toward study leave time, and there will usually not be an expectation to take assessments for any of the modules attended.

8 Mandatory training

The following are considered mandatory training in the West Midlands:

- New registrars' Induction
- Diplomate exam (Part A) tutorials and mock exam
- Final Membership (Part B) mock exam
- Multi-Source Feedback activities
- Academic learning sets (University of Warwick)
- Registrar Training Days
- Any other mandated learning requirement agreed by HEE School of Public Health

In line with the current position of HEE West Midlands, these activities will count toward the 30-day study leave allocation, and are eligible for travel costs where applicable, but not for accommodation or subsistence costs.

9 Arrangements for Academic Registrars

Academic registrars can access study leave funds for two categories:

1. Academic:

Related to academic development as part of the academic placement: £1000 per annum. This fund can be used for attendance at courses and conferences that enable academic development. The source of this funding depends on whether the post is NIHR or HEE funded

2. Service:

Routine and aspirational study leave route. Same annual conditions as for all other registrars.

If requesting funding from budget 1 (academic):

- NIHR funded ACFs and ACLs submit applications to the relevant university using the internal process set by the university.
- HEE funded ACFs should submit an application using the routine study leave form to publichealthtraining.wm@hee.nhs.uk but should make it clear this is for their academic development budget.
- The academic ES must sign the request for funding from budget 1. HEE will automatically allocate the funding where the academic supervisor is in agreement with the activity, and where HEE is the post funder.

If requesting funding from budget 2 (service):

- All requests should be submitted to publichealthtraining.wm@hee.nhs.uk for approval using the appropriate HEWM form.
- The service placement ES must sign the request for funding from budget 2.

Note that only service related study leave requests will count towards the annual study leave allowance of 30 days for academic registrars.

10 Fraudulent claims

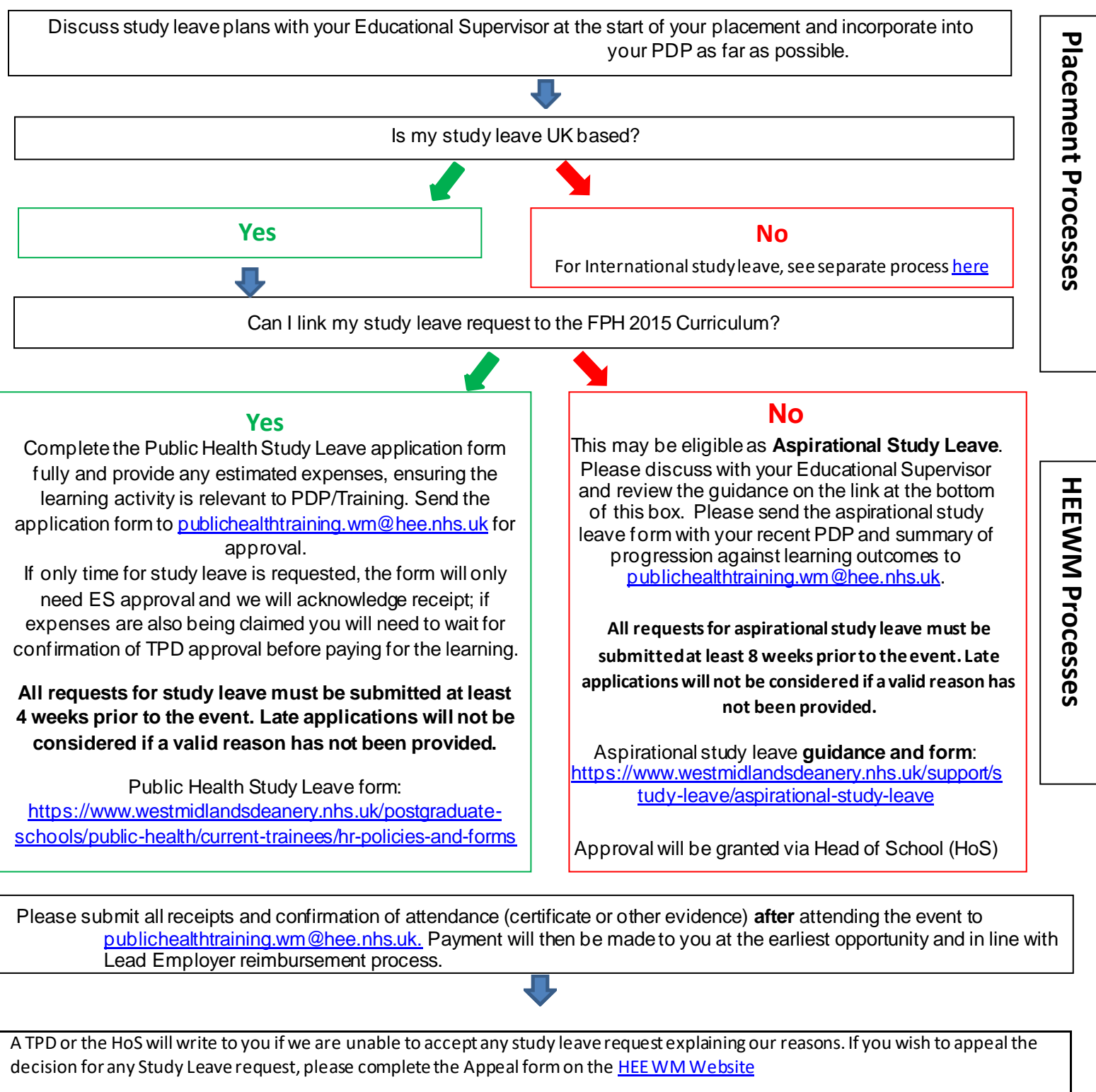
It is the registrar's responsibility to make sure requests for approval of study leave and related funding are appropriately applied for and claimed through the study leave expenses process. Any attempt to claim through general expenses is potentially fraudulent and may be dealt with through disciplinary routes.

11 Management of disputes

Every effort is made to ensure registrars have the opportunity to take appropriate study leave. If the Educational Supervisor and registrar cannot agree on the suitability of an application, the Academic TPD will facilitate a decision. If the registrar disagrees with a decision about their study leave, they can send a written appeal to the Postgraduate Dean's office, details of which can be obtained by emailing publichealthtraining.wm@hee.nhs.uk.

Appendix

Public Health Study Leave Application Process Flowchart



Study leave record

To be used as needed to claim travel expenses at the end of month and also as a summary form for use in the ARCP

Send to publichealthtraining.wm@hee.nhs.uk

StR Name:

Date	Type of activity	Title of activity	Reason for activity and relation to curriculum/competencies	Approved by (name)	Funding applied for: Y/N	Course costs	Travel/Sub costs

Type of activity = private study leave, course, exam tutorials or mocks, conference etc