

# Study Leave

## Frequently Asked Questions

### Applying for Study Leave

#### **How do I apply for study leave?**

Trainees are expected to discuss their study leave plans with the Education Supervisor (or Training Programme Director) at the start of each placement.

You will need to follow the local application process to apply for study leave time and funding, all applications must be submitted with a minimum of 6 weeks notice.

Applications submitted later than this or after the activity has taken place may be declined for reimbursement.

#### **How much study leave funding can I claim for in the year?**

There is no longer an 'allocation' of funding per trainee per training year.

#### **Is there an upper limit to how much I can claim from the study budget?**

The new centralised study budget process means there is no annual allowance. If the course will support you achieving the curriculum or falls within the agreed optional courses, it will be covered by the study budget. Discuss any courses/educational activities you would like to attend with your ES/TPD and they will be able to advise and support your application if it is appropriate.

Please ensure that you have completed all your statutory and mandatory training.

#### **How much private study leave am I entitled to?**

Trainees are entitled to a maximum of 5 days out of their allowance for private study leave per annum.

#### **Can I claim e-portfolio and /or Royal College fees from the Study Leave Budget?**

E-portfolio fees and College fees are not covered under the study leave budget and cannot be claimed.

### **Can I claim fees for research paper registration?**

Registration fees for research papers are not covered under the study leave budget and cannot be claimed.

### **Can I claim for membership fees?**

Membership fees are not normally covered by the study leave budget. We would only consider supporting membership fees if this proves to be a cost effective approach to claiming for a particular course.

### **I wish to apply for my ALS (or ATLS/NLS etc.) – is this covered by the study leave allowance and study budget?**

If the Trust requires ALS then they pay but if it is curriculum mandated, then this is covered through the study leave budget.

### **A course does not require study budget but requires study leave days. How do I apply for this?**

The study leave limit for number of days available for trainee doctors has not changed and is set as 15 days per year for FY1 Doctors and 30 days per year for all other Doctors in Training. Please apply for this leave to your Trust as per the Trust study leave process.

### **I am doing an online course - can I get study leave/budget to do it?**

If the online course you wish to apply for is listed on the Study Leave lists then you can apply for study leave to your Trust as per usual. If the course is not on the lists then you will need to apply to your TPD for approval in writing. Please note that if the online course is part of your Trust statutory or mandatory training requirements then you should be given the time to complete this without having to request study leave.

### **Can I claim against the study budget for “Tasters” e.g. commuting?**

No – Tasters should be covered locally by the Trust where the trainee is currently working and therefore no commuting costs should be required

### **I want to apply for study leave and funding to attend a course at the start of my next rotation which will be based at a different NHS trust – how should I apply?**

Discuss any courses/educational activities you would like to attend with your current ES/TPD for approval. For the time off required to undertake your study leave, you must obtain approval from the rota co-ordinator who will be managing cover at your new NHS Trust. Once you have been on the course, submit your expense claim to the new NHS Trust where you will be working at by then

**I am a Clinical Lecturer and wish to apply for funding to attend clinical specialty training. Can this be claimed out of the study leave budget?**

Yes, you are entitled to claim through the new study leave process. Please first check if the course that you wish to attend appears on the study leave lists and continue with your application in accordance with the new study leave process.

**Ophthalmology trainees - have been told that they are to claim course fees through Trust – is that correct or are they still expected to claim centrally ?**

Same process applies to Ophthalmology

**I am attending a course which falls on one of my none working days. Can I claim the time back in lieu?**

For study leave taken over weekends, bank holidays and days when you would not otherwise be working you can take this time off in lieu. If you wish to take time in lieu for study leave, the days should be agreed with the Educational Supervisor at the time of agreeing the study leave, within a reasonable time frame from the activity.

**I am a trainee appointed through the Medical Training Initiative(MTI). Am I entitled to claim study leave?**

MTI trainees are entitled to claim study leave. This will be funded by the employing Trust who will claim back the expenses from HEE.

## **International Study Leave**

**Can I claim study leave and/or travel and subsistence for an international conference or study leave event?**

International Courses are not contained in the approved lists and are therefore aspirational in nature. This should be approved by your training programme director in the first instance. The relevant Head of Speciality School will approve thereafter, providing there is sufficient funding available and that you have been achieving any mandatory requirements of your curriculum. You should not book events or travel until you have received approval from your Head of School. One international conference/meeting, providing all other curriculum requirements are met, will be considered for each doctor in training for any one programme, which can be defined as Foundation, Core, Higher or otherwise every 3 years (so as not to disadvantage doctors on a run-through programme).

## **Mandatory/Aspirational Courses**

**How will I know which courses are mandatory, and therefore covered by the study budget?**

Details will be provided by your Heads of Schools/TPD and Educational Supervisors on courses that are mandatory curricular requirements and those that are optional.

### **How do I make the case for an aspirational educational/training course/experience to be covered by study budget?**

If you wish to apply for a course that does not appear on the study leave lists you will need to contact your Education Supervisor (ES)/Training Programme Director (TPD) for approval with information regarding the course and the justification for attending. Your TPD will then review the request and if approved send to your Head of School (HoS) for final approval. Once you have this approval you can then apply to your Trust as per the usual process. If you plan to apply for a course that does not appear on the study leave lists, discuss early with your ES/TPD and make sure you have achieved your required curriculum and competencies to support your application. Appropriate aspirational courses are courses which will add value to you individually and the wider system, for example quality improvement workshops, leadership/medical management courses, healthcare technology and innovation workshops, scientific conferences and TPDs will be seeking support from the Heads of School.

### **Do I need to take study leave from my allowance to attend my training programme's mandatory teaching days?**

Yes. All trainees are required to attend teaching days and study leave should be applied for via the employing Trust's local process.

### **What is considered an aspirational based activity and how is it approved?**

An activity that is not part of your curriculum but referred to in your PDP is considered a desirable activity, this includes exam preparation courses. Trainees applying for aspirational funding will need to have received an ARCP outcome of a 1 or 6, or be on track to receive. If you have ARCP outcome 2 or 3 for exam failure, you are eligible to apply for exam preparatory courses only. Any other ARCP outcome will result in your aspirational request not being approved.

Part-funding of courses may also be considered, depending on the overall cost of the course.

Post-graduate courses will need to be rationalised with your Educational Supervisor or Training Programme Director.

### **I am a Foundation trainee, who do I need to contact to get approval to go on an Aspirational course?**

For Desirable courses you need to get the support of your Foundation Programme Director at your trust and they will send to the relevant Foundation School Director.

**I am preparing for my curriculum mandated exam– will the study budget cover revision courses and the exam fee? And how much study leave am I entitled to for this private study?**

The study budget will cover courses to help you adequately revise and prepare for the examination but the study leave budget cannot be used to fund examination costs. However, you will be able to claim associated expenses such as Travel and Accommodation.

The study leave limit for number of days available for trainee doctors has not changed and is set as 15 days per year for FY1 Doctors and 30 days per year for all other Doctors in Training. Private study leave is available for trainee doctors to take in advance of an exam up to a maximum of 5 working days which is included in the 30 day allowance. You are advised to discuss your requirements with your Training Programme Director and/or Head of School. It is suggested that 1 revision course at lower level and 1 at higher level would be funded. Please note that trainees receiving support through Professional Support and Wellbeing may be eligible for additional funding.

## **Travel and Location Expenses**

**Can I claim any travel and subsistence expenses?**

Trainees should be encouraged to use the most economical mode of transport, where this is not possible prior approval must be obtained from the Educational Supervisor or DME.

All travel and subsistence claims must be accompanied by dated receipts and are reimbursed in line with the employers terms and conditions. Please refer to the [NHS Employers T&Cs](#)

**Can I claim for travel expenses associated with attending a study leave event?**

You can claim reasonable travel and subsistence to support your study leave event. Any claim for travel or subsistence must be in accordance with any travel or expenses policy within your employing organisation.

**Can I attend courses in a location of my choice?**

Where a course is available locally, funding should not be approved for a trainee to undertake the course elsewhere. It must be remembered that the overall study budget held by HEE is finite. As such trainees are reminded to act sensibly and professionally when requesting funding and use the cheapest local option available, wherever possible.

## **OOP, Parental Leave & Post CCT**

**I am Out of Programme on an OOP, am I eligible to apply for Study Leave?**

Trainees undertaking an OOPT are able to claim study leave when they are in a placement for a full training year and would claim from their respective trust. Trainees on a OOPC, OOPE or OOPR will be eligible to claim study leave for mandatory life support courses only.

### **I am on OOPT, How do I claim for Study Leave?**

You can claim through your employing Trust and they will be reimbursed by the Deanery associated with that Trust.

### **I am on parental leave. Can I still access the study budget or study leave?**

Yes, study leave can be applied during your parental leave. Please apply following the usual process through the organisation that you are employed by for your parental leave.

### **I am in my Period of Grace (POG), am I eligible to apply for Study Leave?**

Trainees undertaking a period of grace are able to access study leave to support a course for preparedness for consultant opportunities.

## **Less than full time (LTFT)**

### **I am a less than full time trainee. Do I receive less financial support?**

No, you should be able to access funding in the same way as a full time trainee, providing the study leave event appears on the approved study leave lists.

### **I am a less than full time trainee, how many days of study leave am I allowed?**

This is a contractual obligation with your employer and you should refer to the Current Terms and Conditions of Service. This currently states that “Where a doctor working less than full time is required to undertake a specific training course required by the curriculum, which exceeds the pro rata entitlement to study and /or professional leave, the employer will make arrangements for additional study leave to be taken, provided that this can be done while ensuring safe delivery of services.”

Please refer to the [NHS Employers T&Cs](#)

## **General Information**

### **Why has the study leave process been changed ?**

In previous years funding to support education and development for junior doctors has been made available to Trusts from HEE through tariff funding. As part of a collaborative piece of work on improving Junior Doctors' working lives to address non-contractual training issues, involving HEE, employer representatives, the BMA JDC, other junior doctor groups and the Academy of Medical Royal Colleges (AoMRC), it has been proposed that:

"HEE centralises the study budget nationally, in order to ensure that trainees receive the funding that they require to progress through their specialty curriculum, across the whole length of their programme".

### **What support is currently available to me in order to ensure I gain all competences relevant to my level of training?**

Individual study leave funding is available for trainees to support the achievement of competences as defined by the specialty curricula and aspirational activity identified in their Personal Development Plan (PDP). Trainees should ensure that curriculum requirements are relevant to their specialty and stage of training and part of their PDP as discussed with their Educational or Clinical Supervisor

### **What happens if my course is cancelled?**

Inform your local Education Centre if it is cancelled.

### **How are we informed if there have been any changes to the speciality course lists?**

The Approved Courses document in the [Study Leave page](#) of the website is refreshed weekly to ensure changes are captured.

### **If I change specialty, how does this affect my access to study leave and study budget?**

If you change specialty then you are able to apply for any courses that are on your new specialties study leave lists as per usual.

### **I am concerned about the time delay between paying for the course I wish to attend and being reimbursed?**

The new system will still require that you pay for the course and then claim for expenses through your Trust with proof of attendance and receipts. However, HEE has established a centralised system to access study budgets so that you are now guaranteed to be fully reimbursed. Please bear in mind that all study leave expenses will be reimbursed in your Trust monthly pay and will therefore align with payroll.

### **I'm a SAS doctor / locally employed doctor, what am I entitled to?**

Development for SAS/Trust Grade Doctors is provided by separate funding for and you are advised to speak directly to your local SAS Tutor Lead.

