Study Leave Guidelines

Study Leave budget reforms have been introduced to deliver equity of access to educational resources based on individual need and to facilitate improved quality, efficiency, flexibility and transparency. HEE have now implemented a system whereby they support all trainees on approved secondary care sector training programmes to achieve their curriculum outcomes. To be approved, study leave requests must be supported by a personal learning plan agreed with the educational supervisor, together with evidence of recent appraisal.

The following pages are designed to assist junior doctors applying for study leave and have been compiled according to the South West Peninsula Postgraduate Medical Education (SW PGME) Study Leave Guidelines. The SW PGME’s Guidelines are available on their website – www.peninsuladeanery.nhs.uk

Eligibility & Exclusions

Junior Doctors who are eligible for study leave:
- Foundation Year 2 (F2)*
- Core Trainees
- Specialist Trainees including GP trainees
- Academic Clinical Fellows
- Trust Doctors working post equivalent to the above.

Junior Doctors who are not entitled to study leave:
- Foundation Year 1 (F1)*
- Locum Appointment for Service (LAS)
- Trust appointed locum doctors on as and when contracts

* Foundation Doctors on a two year programme may use some of their F2 study leave entitlement for tasters and career planning in F1 as described in the Foundation School study leave guidelines.

Entitlement

Time
- Junior Doctors are entitled to a maximum of 30 days study leave in a year from the date of the start of their appointment. This entitlement will be pro-rata for trainees in less than full-time (LFT) posts.
- Study leave can be used for sitting examinations where it is necessary for advancement within a training programme. Usually two attempts are permitted, it may be necessary for annual leave to be taken for subsequent attempts.
- F2s are permitted to take study leave to sit an examination aligned to their future career intention, but not for revision, attendance at preparatory courses etc.
- Requests for time off for private study (for all junior doctors beyond F2) will only be considered when they contain a timetabled programme of study with external input from a relevant educational supervisor/consultant. Leave is limited to a maximum of 5 working days within a month of an examination and counts against the
annual study leave entitlement. All private study leave should be reviewed with the trainee’s educational supervisor on completion.

- Other paid employment must not be taken during any period of study leave, infringement of this rule is a disciplinary offence.
- Leave will only be supported for study leave whilst in post in Cornwall.
- LFT trainees have an allowance pro-rata to their contract. For example a 60% rota will attract an allowance of 18 days.

**Financial**

- HEE have not set a notional annual allocation of study leave funding but now supports trainees on training programmes to achieve their curriculum outcomes.
- Study budget support for aspirational activities can be considered for trainees who have attained their core curriculum competencies and received an ARCP 1 or are on track to do so in their first year.
- In some instances for activities that represent aspirational activity part-funding may be considered – reflecting both HEE and the trainee’s commitment to their enrichment. The TPD or Head of School will make this decision.
- Trainees on maternity leave continue to be entitled to take study leave and expenses, within their allowance, during their maternity leave.
- The budget for General Practice trainees is managed by the Deanery. Please see the study leave guideline in the Primary Care section of the Deanery website.
- Fees to sit an examination for a higher qualification are not reimbursable through the study leave allowance; however trainees may claim expenses incurred in attending the examination.
- HEE funding of Postgraduate Diplomas and degrees must be rationalised by an established link to the curriculum and a commitment that the qualification will be integral to the doctor’s future career.
- Foundation Year One trainees receive specific regular training in a separate programme and are not currently eligible for financial support for study leave.

**Approval**

- Refusal of study leave should be exceptional. Trainees should inform the Medical Education Department of any study leave applied for that is refused, together with the reason why.
- Retrospective applications will not be considered.
- The decision to approve study leave for requests under £1,000.00 rests with the Educational Supervisor and the Director of Medical Education. Study leave requests over £1,000.00 need additional approval from the Head of School.
- Study leave may be granted for both clinical and generic courses, visiting clinics of special interest (including attachments to GP practices) and attending relevant professional conferences. Delivery of curricula objectives based on individual requirements is the primary consideration.
- Study leave outside the UK, Northern Ireland and Eire will be funded only for Specialist Registrars, and then only in exceptional circumstances, for example, when a StR is presenting personally a report on research in which they have been principal investigator.
- When an appropriate course is available in the Peninsula, approval for attendance at similar courses elsewhere will not be supported by travel or accommodation funding.

- Study leave requests unrelated to the doctor’s current post may be supported if it relates to the personal learning plan.

- Training which is mandatory in order that a doctor can perform his/her duties within a directorate (e.g. an induction programme) will be funded directly by the directorate and not from the allocated individual doctor’s annual study leave budget.

### Appeals

Any applicant who considers that his/her request for study leave or expenses is refused unreasonably has the right to appeal.

Trainees should bear in mind that study leave is discretionary and authorising bodies are allowed to turn down applications if it is felt that it is not in the interests of the trainee concerned, or the NHS, or that maintenance of the service is compromised.

- If you wish to make an appeal against a rejected claim please contact the Senior Manager Medical Education who will inform you of the Trust's appeal process.

- In cases where a trainee is not satisfied by the local Trust’s appeal procedure, the applicant has a right to make an appeal to SW PGME.

- The trainee should submit their appeal to the Deanery in writing using a copy of the Notification of Appeal Form F. Full details of how to register an appeal can be found in the SW PGME’s study leave guidelines.