

East Midlands Healthcare Workforce Deanery Study Leave Policy and Application process for GP Trainees

- 1) All study leave, examination leave and associated expenses requests are subject to prior final approval by your GP Training Programme Director. Please do not assume that approval has been given until you receive notification in writing from the GP Locality Programme office.
- 2) The application process requires counter signatories as follows:
 - a. Educational Supervisor – that your PLP has been reviewed and this episode of study/exam leave contributes to an identified objective relating to coverage of the GP curriculum.
 - b. GP trainer/clinical supervisor/rota-coordinator – that your absence has been recorded and approval is given for your absence from clinical duties for the period specified. This does not negate responsibility under local rules as regards cover arrangements.
- 3) It is your responsibility to ensure that your study leave application has been countersigned by the required signatories before submission for approval. Application forms without the required signatories will not be considered.
- 4) Applications must be accompanied by
 - a. Appropriate course details/programme
 - b. A copy of your current PLP
- 5) A separate form must be completed for each period of study and/or exam leave.

Entitlement:

- 6) For a full time contract, 30 days study leave is available annually, allocated pro rata to each training placement. Less than full time contracts have a pro rata allowance for study leave.

Clarification on entitlement should be discussed at the beginning of any LTFT arrangement when setting up your contract.

Where any circumstances arise that would make any application unusual and not described in this document, please discuss with your educational supervisor at an early stage.

- 7) Unused study leave cannot *normally* be carried over to a subsequent placement.
- 8) Study leave may be apportioned to the locality half or whole day release. Attendance at these will be compulsory and the study leave so apportioned will not be transferable to other activities. The details of these arrangements should be clarified by the locality programmes.
- 9) You must give a minimum of 8 weeks prior to the study/exam leave to the Locality Programme office – meaning that the signatories required on the form must have had time to consider the application before this.
- 10) Private study will not be covered by study leave except for one day prior to an examination with the agreement of the signatories on the application form.

- 11) Examination leave will be approved with pay and expenses for the first two attempts at any one part of an examination during the tenure of appointment. Salary, travelling expenses to the examination centre and subsistence may be paid but not examination fees.
- 12) Where officially organised and suitable courses are available in the East Midlands, approval will not normally be given for attending courses elsewhere unless special circumstances exist.
- 13) Retrospective applications will not be considered.
- 14) Please refer to the full [Deanery Policy](#) (February 2010 page 7 paragraph 3h) regarding the calculation of study leave encompassing weekends and Bank Holidays).
- 15) Should your application be successful, you will receive confirmation from the Locality Programme together with an expenses claim form.
- 16) Should your application be properly made but not approved, you may appeal to your local associate postgraduate dean to review the decision. This appeal should be made within 5 working days of the receipt of the refusal to ensure that due process can still take place as regards leave planning.
- 17) All receipts or proof of payment and attendance must be attached to your claim form and forwarded to the Locality Programme.
- 18) All payments will be made by cheque or BACS.
- 19) A record of your study leave should be made in your eportfolio and will also be retained by the Locality Programme office.

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