**SUBMITTING EXPENSES ON EASY Expenses**

To apply for reimbursement, you need to submit a claim online via EASY Expenses. Please self-register for an EASY expenses account via this link <https://sash.easy.giltbyte.com/user/login/>. Please see guidance on creating an account at <https://sashnet.sash.nhs.uk/workspaces/workforce/allocate/getting-started-e-expenses> If you have any difficulties with this, please do contact the Workforce Department who will be able to help you with setting up this account.

**FOUR STEP GUIDE TO STUDY LEAVE**

1. Discuss the course with your Consultant and Rota Coordinator.
2. Complete an approval form and submit to the Postgraduate Education Centre 8 weeks prior to course/meeting. This can either be given to the office or sent to [sash.studyleave@nhs.net](mailto:sash.studyleave@nhs.net). The form must be signed by the applicant and Lead Consultant.
3. The study leave co-ordinator will check that all the fields are completed and will fill in the bottom section. They will then scan and send the approval form back to you.
4. When you have attended the course/meeting enter your claim on EASY expenses, **ensuring you have used the correct expense element for study leave, i.e., Course/Study, to ensure it comes to the PGME team rather than to your service delivery manager. It is only possible to attach one document so please scan the receipts, certificate of attendance and any other required proof as a single document or add a photograph or zip folder of all the documents with images of receipted pasted into it.**

* The PGME study leave co-ordinator only has responsibility for reviewing your study leave claim and checking that you have enough days left to take the request and to also ensure you have enough funding.
* The PGME study leave co-ordinator does not have responsibility for dealing with any expense queries related to issues with registration or use of the system. All these queries should be sent to sash.workforce.information@nhs.net

The PGME Study leave co-ordinator does not have responsibility or accountability to agree that you can roll over any unused study leave or borrow from the next financial year. Written approval has to be gained from the clinical lead and emailed to sash.studyleave@nh.net

* The PGME Study leave co-ordinator does not have accountability to approve any claim over three months old. Prior agreement to this must be gained in writing by the clinical lead and service division manager and attached to the claim.

**HELPFUL INFORMATION**

**Study Leave Allowance Entitlement**

From April — March (start of financial year)

Study leave allowance is 10 days per annum.

Professional leave allowance is 5 days per annum

For consultants the total allowable expenses will be limited to £1,000 per year inclusive of course, subsistence, and

travel.

**Locum Cover**

Locum cover will only be approved under exceptional circumstances with approval from the Service Delivery Manager. Please ensure that the appropriate departments are informed of your absence before forwarding the application to the Postgraduate Education Centre for approval to avoid any implication on the service commitment.

**Fees**

Fees are not paid directly they will be included in your monthly pay. Claims for approved leave must be made within 3

months of completing the course. Retrospective study leave and claims will not be honoured.

Late or incomplete applications may be rejected. Retrospective applications will not be considered. The final decision on all these matters rests with the Director of medical Education (DME), who will advise on any aspect.

There is an appeals procedure, via the Regional Postgraduate Dean.

**Approval**

All leave requests must be approved by Lead Consultant and Service Manager in the first instance.

Management/Overseas courses and funding will be deducted from Study Leave allocation.

**Study Leave:** To maintain CPD points

**Professional leave:** To attend various Royal College/Medical schools/Deanery meetings

**Special leave:** To attend court visit as expert witness

**All general study leave enquiries to be sent to** [**sash.studyleave@nhs.net**](mailto:sash.studyleave@nhs.net)

**STUDY LEAVE GUIDANCE FOR CONSULTANTS/ASSOCIATE SPECIALISTS**

Created April 2023

**Applicant Signature:**

**No. of working days taken: No. of non-working days**

Created April 2023

**Further comments:**

**Number of days outstanding for- 2023/24 2022/23 2021/22**

**Amount of funding remaining for the year 2023/24- £**

**Approval given- Funding: £**

**Date:**

**Entered on spreadsheet by:**

**Signatures:**

**Completed by the PGME team:**

**Signature:**

**Lead Consultant Name:**

**COVER:** What arrangements are being made for the maintenance of clinical services if the leave is granted?

If Locum is required, please see information overleaf.

**Email confirmation will be accepted in replacement of signatures**

Company Cost £

If sponsored please tick this box

**TOTAL REQUESTED: £**

**Subsistence/Refreshments: £**

**Leave requested from: To**

**Title of course:**

**Please tick if this is – Study leave** (10 days/year) **Professional Leave** (inc Deanery activities)

**Location:**

Please complete this form in BLOCK CAPITAL LETTERS. Please submit your form to the PGEC 8 WEEKS before the requested leave is required.

**CONSULTANT/ASSOCIATE SPECIALIST: STUDY LEAVE APPROVAL FORM**

**THIS IS NOT AN APPLICATION FOR EXPENSES REIMBURSEMENT**

**Accommodation: £**

**Travel (Mileage/Transport): £**

**Course Fee: £**

**Estimated Expenses:**

**YOU HAVE 90 DAYS FROM THE COURSE DATE TO SUBMIT YOUR CLAIM VIA EASY EXPENSES**

**Course Details:**

**ALL FIELDS ARE MANDATORY**

**SASH Contract Dates: To**

**NHS Email Address:**

**Consultant/Specialist: Specialty:**

**Surname: Forename:**

**Date-**

**Personal Details:**