The study leave guidance below reflects the guidance found in the junior doctors handbook 2016 <https://www.bma.org.uk/media/4054/bma-junior-doctors-2016-handbook-april-21.pdf>

and the guidance from HEE <https://lasepgmdesupport.hee.nhs.uk/support/home#8>.

A summary of study leave allowance and budget for different training programmes/grades, can be found here: <https://sasheducationcampus.net/medical-education/study-leave/study-leave-budgets-allowances/>

**FOUR STEP GUIDE TO STUDY LEAVE:**

1. Discuss the course with your educational supervisor. If in agreement, discuss with the rota coordinator and agree time off can be given.

2. Complete the Study Leave Approval Form and submit to the Postgraduate Education Centre 8 weeks prior to course/meeting (sash.studyleave@nhs.net). The form must be signed by you, the rota coordinator and educational supervisor. We will also accept emails attached to the study leave form confirming rota co-ordinator and Educational Supervisor approval.

3. The study leave co-ordinator will check that all the fields are completed and will fill in the PGEC 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, it is the expense types that begin with 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 containing the receipts that relate to your claim.

**SUBMITTING EXPENSES ON EASY EXPENSES:**

Please self-register for an EASY expenses account via this link <https://sash.easy.giltbyte.com/user/login/>

Guidance on creating an account can be found here: <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 on [sash.workforce.information@nhs.net](mailto:sash.workforce.information@nhs.net)

• The PGME study leave co-ordinator has responsibility for reviewing your study leave claim and checking that you have enough days left to take the request and to 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](mailto:sash.workforce.information@nhs.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 Health Education England study leave attached to the claim.

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

Created April 2023

**STUDY LEAVE GUIDANCE FOR DOCTOR’S IN TRAINING**

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

**Assignment/Payroll Number:**

**Programme: Grade: GMC:**

**NHS Email Address:**

**SASH Contract Dates: To**

**Surname: Forename:**

**Date-**

**Personal Details:**

Please complete all sections in BLOCK CAPITAL LETTERS. Please submit form to the PGEC 8 WEEKS before the requested leave required. A form is required even for non-working days, as adequate cover must be provided whilst on leave. Complete one form per course/request. For regional training days and weekly teaching, we will accept multiple dates on one form.

**PRIVATE STUDY**: 5 working days allowable within 6 weeks of examination **(Monday-Friday 9.00am – 5.00pm.**

**On-call nights/weekends should be swapped).**

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

**Further comments:**

**Date:**

**Approval given- Funding: £ Number of days to take: Outstanding SL days:**

**Approval of Strategic/Deputy MEM:**

**Completed by the PGME team:**

**Private Study Dates:**

**No. of previous attempts:**

**Date of Exam:**

**Exam Title:**

**Exams and Private Study:**

**TOTAL REQUESTED: £**

**Subsistence/Refreshments: £**

**Accommodation: £**

**Travel (Mileage/Transport): £**

**Course Fee: £**

**Estimated Expenses:**

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

**Course code:**

**Please tick if the course is - MANDATORY OPTIONAL DISCRETIONARY**

**Location:**

**Leave requested from: To**

**Title of course:**

**Course Details:**

**ALL FIELDS ARE MANDATORY**

**Outstanding ESR Modules:**

**Date:**

**Entered on spreadsheet by:**

**Educational Supervisor Name:**

**Signature:**

**Signature:**

**Rota/Leave Coordinator Name: Signature:**

**Applicant Signature:**

**Signatures:**

**DOCTORS IN TRAINING: STUDY LEAVE APPROVAL FORM**

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