

# Guide to Applying for Study Leave and Claiming Study Leave Related Expenses (Dental)

*Updated September 2016*

## PLEASE NOTE:

This is not the full guidelines, but a brief run through of study leave for Health Education North West to help with applying for dental study leave. The full guidelines are available on the Dental Study Leave section of the HEE NW's website.

This guide applies to StRs, SpRs, and Dental Core Trainees.

This does not cover GP, LAS or Foundation trainees (except Dental DCT).

## How to find the Dental Study Leave section of HEE NW's website

The Dental Study Leave website can be found at: <http://www.nwpgmd.nhs.uk/dental-study-leave>. The website contains the full guidelines, the application form, details of the application process and contact details for the dental study leave administrators.

## CONTACTS

### How to get in touch with the Dental Study Leave Section at HEE NW

Dental Study Leave Administrator,  
NHS North Western Deanery,  
3<sup>rd</sup> Floor, Three Piccadilly Place,  
Manchester  
M1 3BN

Tel: 0161 268 9527

Email: [dentalstudyleave.nw@hee.nhs.uk](mailto:dentalstudyleave.nw@hee.nhs.uk)

**[www.nwpgmd.nhs.uk/dental-study-leave](http://www.nwpgmd.nhs.uk/dental-study-leave)**

## The application process is to approve time off as well as expenses.

This is the part of the process that involves getting approval for the time off and for any funding associated with the leave. **You cannot claim any expenses unless you have had them approved first.**

If you do not need to take time off as study leave but wish to claim expenses you must still apply for study leave.

## There are two parts to the Study leave Process:

### 1. The Application

This is the part of the process that involves getting approval for the time off and for any funding associated with the leave. **You cannot claim any expenses unless you have had them approved first.**

### 2. The Claim

The process involved to be reimbursed expenses associated with the study leave. You can only do this after your application has been fully approved.

## GENERAL INFORMATION

Study Leave budget years run from 1<sup>st</sup> March to 28<sup>th</sup>/29<sup>th</sup> February each year. The year in which funding will be taken is based on the year in which the 1<sup>st</sup> day of the study leave falls, not on the year which it was applied for.

The year from which the number of days allowed is calculated runs from 1<sup>st</sup> October to 30<sup>th</sup> September each year.

### Specialist Registrars and Higher Specialty Registrars (ST3 and above)

Study leave is permitted for a maximum of 30 days per annum.

### Post CCST/LATs

Study leave is permitted for a maximum of 30 days per annum or *pro rata* when the appointment is for less than a year (for example a maximum of 15 days study leave can be taken by a LAT appointed for 6 months).

In some circumstances, 15 of the 30 days will be taken for the formal teaching programmes organised by the individual teaching programmes and Deanery wide training. Please check with your Training Programme Director. Trainees may be granted up to a maximum of 7 days leave per year for private study ie DF2.

Trainees who are absent from work on sick leave are not usually eligible for study leave unless there are exceptional circumstances. Those trainees who are on maternity or paternity leave should have access to study leave only in exceptional circumstances. Please see the full guidelines for further details.

# THE APPLICATION

## Guidance for applying for study leave

Please make sure you have the most recent version of the Study Leave Application form, as it is occasionally updated. This can be downloaded from the Dental Study Leave section of the North Western Deanery website.

Applications should be submitted to the Deanery at least six weeks prior to the proposed leave.

**Retrospective applications will not be considered.** Your local base hospital may require notification of time off further in advance; please check your local trusts requirements.

Applications should be submitted to the correct Dental Study Leave Administrator along with confirmation of approval from your Educational Supervisor and Rota Coordinator (they do not necessarily have to sign the form, an email from them confirming their approval will suffice).

Applications for courses after the period of training will not be considered.

When calculating study leave, all the days approved and carrying a liability for expenses are counted, including weekends and Bank Holidays. Time spent travelling to and from the event is also counted.

If you are presenting at a conference you are applying for, either a poster or orally, please provide confirmation of this when you apply.

## Overseas Applications

Overseas study leave can be approved for higher specialist trainees in exceptional circumstances. Overseas is defined as any country outside the UK.

Study leave abroad will not be granted for the purpose of studying for an overseas qualification or to attend examinations overseas.

Generally only 1 overseas trip will be funded in the whole of your training (not per year).

All Overseas Applications will have to be approved by the Director of Postgraduate Dental Education.

## Changes to your approved study leave

You must notify the Deanery of any changes to approved study leave. This includes cancellation, date changes and changes to fees. Failure to do so may cause delays in processing of your claim, or you not be reimbursed the expenses you were expecting.

# THE CLAIM

## Important things to remember about claiming expenses

Claim forms must be submitted **within** 3 months of the start date of the course, or before the end of the February following the start of the course, whichever comes first (i.e. by the end of the budget year from which the funding will come from).

All claims must be supported by receipts. Certificates of attendance are not acceptable as proof of payment, unless they specifically state that you have paid and how much you have paid.

Please make sure you sign and date the claim form.

Claims cannot be processed until after the first day of the study leave.

Claim Forms should be submitted addressed to:

**Dental Study Leave Administrator  
NHS North Western Deanery  
3<sup>rd</sup> Floor, Three Piccadilly Place  
Manchester, M1 3BN**

We recommend that you take copies of all receipts being submitted by post as occasionally claims do go missing in the post. We also suggest that you put your name and full address on the back of the envelope incase Royal Mail have to return it, for example if not enough postage has been paid.

## EXPENSES

### What expenses will be reimbursed

A nominal sum of funding per trainee is allocated each budget year.

The allowance for 2016/2017 for DCT1's is £400.00

The allowance for 2016/2017 for DCT2's, DCT3's and Specialist Trainees is £805.00

Part time trainees and trainees employed for only part of a budget year's allocation is calculated on a pro-rata basis. Some specialities may have their allocation top-sliced. Please check with your Training Programme Director about whether this happens in your speciality.

Additional rules may apply for your speciality please check with your Training Programme Director.

Travel expenses will be paid at 23p per mile, up to a maximum of a **2nd class** return rail fare from your base hospital to the course/conference venue (unless overseas). Your base hospital is defined as the first hospital on your current rotation.

Accommodation is paid to a maximum of £55 per night (Bed & Breakfast), and subsistence is paid to a maximum of £20 per day.

Exams fees/ travel to exams will NOT be reimbursed.