

Northwest Paediatric Study leave principles

(to be used in conjunction with the regional study leave guideline)

1 Study leave allowance and funding:

a) Allowance:

- I. Study leave allowance for the academic year runs from September to August
- II. Full-time trainees are allocated 20 days of study leave per year, as 10 days from the recommended 30 are reserved for regional teaching.
- III. Up to 7 days of the annual study leave allowance may be used for private study, such as exam preparation.
- IV. Study leave days for Less Than Full-Time (LTFT) trainees are pro-rated to ensure fair allocation based on working hours.

Funding principle:

- I. Study leave budget (the total amount of money available for all trainees to spend on approved study leave activities) for each year is based on the financial year, running from April to March.
- II. Although there is no 'cap' imposed on any individual, each study leave episode applied for is considered for approval on its own merit, following the principles outlined in the national study leave document applied to the individual circumstances. It is important to emphasise that the overall study leave budget is finite, and local offices have a responsibility to manage expenditure and maintain financial balance. This may mean that some activities not required to achieve curriculum outcomes (termed 'discretionary study leave') may not be approved, and/or part-funding may be required, reflecting both NHSE and the individual's commitment to their enrichment.
- III. NHSE-NW has appropriate systems in place (in collaboration with LEPs and/or employers) to ensure study leave application processes are managed effectively and fairly, and that expenditure is approved where necessary and monitored.

Based on points II and III, we apply this Financial Principle:

- IV. Although there is 'no cap' on annual funding for individual trainees, the overall study leave budget is limited. The NHS-NW total annual study leave budget (referred to as the 'Overall pot') is calculated as £812 (currently), plus the local Market Forces Factor (MFF—a financial adjustment for local cost variations) multiplied by the number of trainees in tariff-funded posts (those with a standard training tariff attached).

For example, if there are 100 Paediatric trainees in Northwest Health Education England, the school of paediatrics is allocated only about £80,000 to be shared among 100 trainees. This would mean that a trainee who spends 800£ in a given year will be less likely to receive further funding approval that same year, unless there are exceptional circumstances and the TPD's discretion.

We would therefore recommend that the RD plan their study leave and its costs well in advance and try to spread their essential courses throughout their training period.

V. Same financial rules apply for full-time or LTFT, including the same Budget as Full-time.

VII. Aspirational courses will be approved at the discretion of the TPD

VIII. Study leave will be approved either as fully funded, partly funded or time only

IX. Only one exam preparation course per exam will be funded (an additional course will be approved at TPD discretion)

X. Attendance at courses/conferences should be taken as close to the base of the individual as possible.

International courses may be approved once every 3 years if not available in the UK or if you are presenting. Only course fees, or economy transport and accommodation are funded, whichever is cheaper. The TPD can reconsider for exceptional cases.

1. Some general rule:

i. Trainees are advised to apply 6 weeks in advance via Accent, as there may be about 2-4 weeks for approval.

ii. Course expenses can be claimed prospectively, after the application has been approved for funding.

If study leave occurs on a weekend or non-working day, trainees must still apply through the established study leave process and should claim time back in lieu, as locally agreed. For instance, if a trainee attends a three-day conference including a Saturday and Sunday, both days should be submitted as study leave. The trainee may then apply to take two regular working days off at a later date as compensation, in accordance with local procedures. Failure to apply may result in claims not being processed.

Please refer to the national and regional study leave guidance: [Study Leave | NHS England – North West, Postgraduate Medical and Dental Education](#)