

# Study Leave Northwest Local Guidance



## Contents

Applying for Study Leave	Page 3
International	Page 4
Reimbursement	Page 4
Travel	Page 5
Subsistence – Food	Page 5
Accommodation	Page 6
Claiming Expenses	Page 6
Expenses not funded	Page 7

## Applying for Study Leave

This document outlines the general principles in the North West which supplement National Guidance.

Study leave is 30 days for full time resident doctors (RD) per academic year (August to August). Full time RDs may take up to 7 of these 30 days for private study (for example, revision for exams). The allowance for LTFT RDs is calculated pro-rata.

Some of the time may be taken up by the days allocated to the specialty training programme's regional teaching days, with different specialties allocating varying periods of time. RDs are advised to check with their TPD to clarify the number of days these will take from the total allowance of 30 days.

When calculating study leave, all the days carrying a liability for expenses are counted, including weekends and bank holidays, and non-working days.

All applications must be submitted (where possible, 6 weeks in advanced) on Accent prior to the start of the course. Retrospective applications cannot be applied for by the RD and will only be considered in exceptional circumstances.

RDs do not need to submit applications for leave to attend the specialty teaching programme's regional teaching days. However, TPDs may organise additional specific training events such as a skills workshop. The TPD will arrange funding via NHSE Northwest Office but RDs will still need to apply for study leave on Accent for the time off.

Study leave should be taken as near to the workplace as possible for any given learning opportunity.

Study leave includes but is not restricted to participation in:

- Study (usually but not exclusively on a course or programme)
- Research
- Teaching
- Examining or taking examinations
- Attending specialist clinics
- Attending professional conferences for educational benefit
- Rostered training events.

Consultant courses are available for free, delivered by the careers team or speciality school. This can be booked via Accent Course Manager [Log in - Hicom](#). Please speak to your speciality school if you choose to attend. Only the time off will be approved. External consultant courses will not be funded.

### **International Leave**

Please ensure that you select International as the leave type and not Study.

We recommend you apply at least 6 weeks in advance of the course, so that the application can be reviewed by the Deputy Dean.

When you apply on Accent, please provide evidence that you are presenting research or that the training is not available in the UK, for funding to be considered, otherwise this could delay processing the application.

Please provide course fee, travel and accommodation expenses. If any of these expenses are funded by the provider or a grant, can you please provide proof of this when applying, otherwise this could delay processing the application.

### **Reimbursement**

The financial study leave budget year is 1<sup>st</sup> April until the 31<sup>st</sup> March.

RDs should be aware that where study leave (with or without expenses) is approved, they must not undertake any remunerative work.

If a RD needs study leave but does not need to claim expenses, and vice versa, an application must still be completed and submitted (before the start date of the course). RDs are advised not to pay money in advance of study leave being approved on an Accent application. Any advance payments made, where approval is not granted, will not be reimbursed.

Any reimbursements will not be paid without the required documentation/information, which is listed in the manuals and also within the approval comments on your Accent application.

## Travel

Travel is calculated from your base hospital to the venue.

Travel is up to the maximum of the cost of a standard class advance single/return rail fare from the RDs base hospital to the venue. Travel expenses must be claimed at the cheapest possible rate.

Mileage can be claimed provided it does not exceed the cost of the rail fare. The mileage rate is 30 pence per mile.

Air travel will only be funded if it is cheaper than the rail fare or if it is not possible to travel by rail (e.g. Northern Ireland or for approved overseas events)

Taxis/Ubbers will only be considered with additional supporting information as to why public transport was not used.

Transport costs for meals out and social events are not covered.

For all travel expenses you need to supply evidence of the dates, times and destination details, as well as the cost. Therefore, we will not accept bank statements, or app receipts/ screenshots unless they show the necessary information e.g. TfL and Uber app screenshots.

## Subsistence – Food

The maximum allowance for food is £20 per day for the dates of the course only (food is not covered for the day before if travelling then). You cannot carry over unspent allowance from one day to another.

We will only fund evening meals if accommodation has been approved. We do not fund food claims after the course has finished and you have returned home. To claim for food, you must provide ITEMISED receipts clearly showing venue, date/time and delivery details (if appropriate)– please bear this in mind when purchasing food. If itemised receipts are not provided, you will not be reimbursed.

Food will be reimbursed for the RD only. If the receipt is for multiple people, please identify your items. We do not fund alcoholic drinks, service charges, tips or room service tray charges.

Conference/gala/network/social event dinners are not covered. You cannot use your subsistence allowance against these costs.

### **Accommodation**

Accommodation will not be reimbursed once the course has finished. It is expected that the RD will travel home the afternoon/evening after the course has finished.

When claiming expenses, please provide proof of both the payment for accommodation and dates of the hotel stay (we do not accept booking confirmations unless it clearly states paid). We will not fund accommodation for the night after a course/event/exam has finished as it is expected that you will travel home that day.

When accommodation is shared you are only eligible for your portion of the expense.

Please refer to the national guidelines with regards to the accommodation expense allowance.

### **Claiming Expenses**

You have 3 months from when the course has started to complete the expense claim process. This is a separate process to submitting your application and needs to be completed even if the receipts were uploaded at the time of submitting the application. This applies for all applications (courses, conferences, exam expenses, subscriptions, resource packages etc).

Expenses claimed after 3 months will be rejected.

For subscriptions and resource packages, you must claim the expense within both 3 months of the application start date and 3 months from the receipt date. Please see the manuals on the website for submitting an application for a subscription/resource package.

With courses that are on non-consecutive days you will still need to claim the expenses within 3 months from the **start** date. This applies also to courses that take place over many weeks/months. Please do not wait until after the end date of the course to claim the expenses as they will be rejected if the claim is over 3 months after the start date.

The cut-off date for claiming expenses is 30<sup>th</sup> of the month to be paid in the following month's salary (e.g. the cut off is 30<sup>th</sup> March to be reimbursed in April's pay).

Study leave and funding must be used for the purpose for which it was approved. If there are any changes to the approved leave and/or funding, RDs must inform the study leave team immediately and before the start date of the course - [england.studyleave.nw@nhs.net](mailto:england.studyleave.nw@nhs.net). Such changes could include cancellation of courses, changes to dates of courses and changes to fees. If expenses have increased, then they will need to be re-approved by your TPD.

### **Expenses not funded**

- Examination fees – including START assessment in line with national policy.
- Membership fees.
- Credit card charges, visas or application fees.
- Conventions/Ceremonies
- Publication, abstract submission, or printing costs (such as poster printing).
- Car insurance and Travel Insurance.
- Childcare costs (for parental leave guidance contact [england.supportt.nw@nhs.net](mailto:england.supportt.nw@nhs.net)).
- Low emission zone charges/congestion charges.
- Any costs where evidence of payment cannot be provided.
- Costs that do not relate to the period of study.
- Costs for anyone other than the RD e.g. Friends and Family.
- Postgraduate courses e.g. Masters.
- Course materials and books.
- Flights to Eire or Northern Ireland - Additional/larger cabin/hold baggage, (unless supporting information is provided).
- Travel arrangements whilst overseas and subsistence are not reimbursed.
- Car parking fees when the cost with mileage exceeds the second-class rail fare.
- Taxis/Ubers (unless public transport is not available or supporting information is provided).
- Transport costs for meals out.
- Conference/gala/network event dinners.
- Expenses for courses/resources whilst Out of Programme (Except OOPT). All types of OOP please contact [england.supportt.nw@nhs.net](mailto:england.supportt.nw@nhs.net)