



Study Leave Application Process Flowchart

Discuss study leave plans with your Educational Supervisor/Training Programme Director (TPD) at the start of your placement



Make sure you confirm the time off required for study leave with the rota co-ordinator in accordance with timescale processes (minimum of 6 weeks in advance)



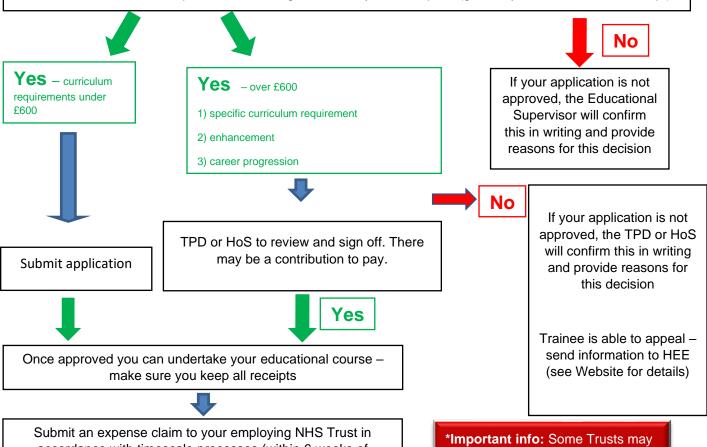
Submit study leave application to your Educational Supervisor with confirmation that the time off has departmental approval and will not affect your agreed work schedule



Your Educational Supervisor will review the application against curriculum requirements and your personal development plan



Your application should be signed off and confirmed by the Educational Supervisor and/or DME and /or TPD* in accordance with timescale processes, funding and/or study leave request (generally within 4 weeks of receipt)



Submit an expense claim to your employing NHS Trust in accordance with timescale processes (within 6 weeks of attending the course no later than 3 months) and provide proof of attendance and receipts



Payment will be made to the trainee via the Trust payroll in line with Trust's reimbursement processes.

*Important info: Some Trusts may require additional local sign off stages; if this is the case all stages of local sign off should usually be completed within 4 weeks. The local application process must be completed in full before any study leave can be approved/reimbursed.