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Study Leave – North West Local Guidance For Hospital, General Practice, Dental and Public Health



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Applying for Study Leave

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

Study leave is 30 days for full time resident doctors (RD) and Registrars per academic year (August to August). The allowance for LTFT RDs is calculated pro-rata. For private study approximately 7 days can be used (for example, revision for exams).

Exceptions is

Dental Core Training have 15 days study leave

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 a different number of days. RDs and Registrars 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 or Registrar and will only be considered in exceptional circumstances.

For subscriptions packages please apply just prior to purchasing the package. Please use the following day's date, in the start and end date range. Once approved you can then purchase the package and claim your expenses.

RDs and Registrars 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 the NHSE North West Office but RDs and Registrars 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.

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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. These can be booked via Accent Course Manager Log in - Hicom. Please speak to your speciality school if you chose 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 that 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, please provide proof of this when applying, otherwise this could delay the application being processed/approved.

Exam Preparation Course/Resources

The cost of one preparation/revision course per exam type can be funded from the study leave budget for core and speciality doctors, or one set of question banks from a recognised provider in lieu of an exam preparation course. Any additional exam preparation courses for the same exam will not be covered and you will need to fund these yourself. All doctors are expected to attend locally provided courses. External or commercially run courses will only

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be funded if no local course is offered – it is expected that the least expensive courses will be selected.

Funding of courses for additional attempts at the exam will only be considered in exceptional circumstances at the discretion of the Associate Dean for Study Leave. In the event of repeated exam failure, your Educational Supervisor may wish to consider a referral to the Professional Support and Wellbeing Service (PSW) for exam support.

Exam

Travel and Accommodation expenses can be supported for the first and second attempts only.

Reimbursement

The financial study leave budget year is 1st April until the 31st March.

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

If a RD or Registrars 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 and Registrars 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 or Registrars base/hospital base 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 set by national.

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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/Ubers 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 the course is not local and you are staying in accommodation away from home in between the days of a course. **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 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. We will only fund evening meals if accommodation has been approved.

Food will be reimbursed for the RD or Registrar 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.

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Accommodation

Any applications submitted from 1st October 2026 are subject to the new accommodation rules.

You will only be eligible for accommodation when the course is 50 miles or more away from home address, or the course is two consecutive days or more.

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

When claiming expenses, please provide a full receipt showing your name, dates of the hotel stay and amount showed as paid (we do not accept booking confirmations unless it clearly states 'paid').

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

For public transport, course fee and accommodation, you have the option to claim early, but only if you have a receipt of payment. Please refer to early reimbursement document on our website. You have 3 months from the course start date 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 to 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 3 months of the receipt date.

For 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 submitted more than 3 months after the start date.

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The cut-off date for claiming expenses is 30th of the month, to be paid in the following month's salary (e.g. the cut off is 30th 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 and Registrars must inform the study leave team immediately and before the start date of the course - 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

- Non College Examination fees – including START assessment in line with national policy.
- Non-College 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).
- 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 or Registrar e.g. friends and family.
- Postgraduate courses e.g. masters.
- Course materials and books.
- Additional/larger cabin/hold baggage for flights to Eire or Northern Ireland (unless supporting information is provided).
- Travel arrangements and subsistence expense whilst overseas.
- 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). For all other types of OOP please contact england.supportt.nw@nhs.net

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