Study Leave FAQ

The new study leave process on Accent is explained in the manuals provided on the website - https://www.nwpgmd.nhs.uk/study-leave.

However, should you require further information, you can email the Study Leave team at england.studyleave.nw@nhs.net

What is the study leave allowance?
Full time trainees have 30 days which run from the August-to-August rotation. Accept for Dental Core training it is 15 days. Regional teaching days are also taken from this. We advise that you check with your TPD with regards to the number of regional teaching days, as this varies depending on the speciality and sometimes on the ST grade. However, most specialities are 15 days. You can also use up to 7 days for private study from the allocation to revise for your exams. For GP you can take a maximum of 3 days for private study per exam, but not you cannot exceed 7 days over the year.
For Core Dental Training your allowance is 15 days total.

What is my study leave budget?
There is no specific budget allowance. However, your TPD has a specialty budget to manage which is not infinite. Your TPD will try to fund courses that are for the curriculum before any aspirational courses. We would advise that you complete an application on Accent and see what your TPD can support.

When does the new budget start and can my study leave budget be carried forward to subsequent years?
The budget year is from 1st April until the 31st of March the following year. Your study leave budget is for the current year only and unused funding cannot be carried forward to subsequent years.

Do I need to apply for study leave if I do not want to claim expenses?
Yes, all study leave both for time off and for funding must be approved by your Training Programme Director prior to the leave.

Do I need to apply for study leave if I do not want to take time off and I just want to claim back expenses?
Yes, all study leave and related expenses need to be applied for in order to be approved by your Training Programme Director prior to the leave.

How do I check my application progress?
You can go to my application and select pending. You can open the application and scroll to the end to see which approver it is currently with.

How do I change application details?
You will not be able to edit an application's details once it is submitted. If you do need to change any details, please submit a cancellation or contact england.studyleave.nw@nhs.net.

You can cancel an application by going into the application details and selecting 'Cancel Application' at the end of the page. You can only cancel on the system if it is before the date of the event. If you wish to cancel after the date of the event, please email the study leave team.

What if I'm unable to apply?
If you cannot submit an application, you will need to email the Study Leave team ASAP, providing screenshots of any error messages and your GMC number if applicable - england.studyleave.nw@nhs.net

What if my application is retrospective?
Applications can be submitted on to Accent up to the day before the date of the event. However, we advise that applications are submitted in plenty of time to ensure that the application is processed before the date of the event, or else you run the risk of having your expenses rejected after you have paid for them. You will be unable to submit an application on the day of the event and after the event. All retrospective applications are processed for time only. Please contact the study leave team so that the time off for the study leave days can be recorded on your Accent account.

Where can I find submitted expenses?
Expenses requested can be reviewed in 'my expenses' where you can see the expenses in more details, such as estimates and authorised amounts. You can also see the progress of the expenses as well.

How do I check the progress of expenses?
Pending = The expenses have not been claimed .
Claimed = The expenses have been claimed but not yet processed by the study leave team.
Authorised = This has been processed for payment and will be reimbursed in the next availble pay salary. Depending on the process date, this could be the following month.
Rejected = the expenses have been rejected or not claimed.

When can I upload my receipts?
When claiming expenses receipts must be uploaded against each expense and not in the application section. Regardless of when you upload the receipts, you still need to complete the process for claiming expenses (i.e. provide any required details in the comments box, input the claim amount and press the 'claim' button). We do advise that you do not pay for any courses/events until your application and the expenses are fully approved on the application on Accent.

I have forgotten to add expenses. What do I do?
Expenses can only be added to the application prior to you submitting the application. If after you have submitted the application, you need to add expenses then you will need to contact the study leave team, before the date of the event, via email.

How do I claim my expenses back?
Please refer to the manuals provided on this website https://www.nwpgmd.nhs.uk/study-leave. You must claim within the 3 months of the course start date by entering the claimed amounts, uploading any relevant receipts and pressing the claim button on each approved expense. **Please see the early reimbursement document for claiming prior to the start date.**

When should I expect my expenses to be reimbursed?
Your Lead Employer is Mersey WestLancs.

Expenses are reimbursed with your salary at the end of each month. The cut-off date for claiming expenses is 30*th* of the month to be paid in the following month's salary (e.g. the cut off is 30*th* March to be reimbursed in April's pay). If this falls over the weekend it will be the last working day before this date.

How is travel calculated?
Travel is calculated from your base hospital to the course/conference/exam venue to a maximum of a 2nd class (standard) return rail fare. We do not fund anytime/open/off peak return tickets. Mileage and parking can be claimed as long as it does not exceed the amount of a 2nd class return rail fare.

What is the rate of mileage?
30 pence per mile (up to the maximum of a 2nd class rail fare).

Will air travel be refunded?
Only where it is cheaper to travel by air than by train, or where it is not possible to travel by rail.

Can I claim expenses for overseas trips?
NSHE will consider funding either the full cost of the course/conference fees **or** the full cost of the economy travel and accommodation, whichever is the lower amount.

Overseas trips must also be approved by the Postgraduate Dean (or deputy) at the Deanery as well as your Training Programme Director. Funding for trips may be restricted depending on previous funding.

Overseas is defined as any country outside the UK. Study leave will not be granted to attend examinations overseas. The guidelines around overseas study leave have been amended significantly; for full details please refer to the Study Leave guidelines on the website.

How much funding do I get for accommodation?
Within London the overnight rate should not exceed £150 per night (bed & breakfast).
Outside London the overnight rate should not exceed £120 per night (bed and breakfast).

What receipts do I need to send?
Receipts are required for:

- Course/Conference fees
- Accommodation
- Subsistence (must be itemised)
- Rail Travel (including tube and tram journeys)
- Air Travel
- Parking
- Taxis

App receipts will not be accepted.
If a receipt is not received for any expense, you will not be reimbursed.

Can I claim expenses for Food and Drink?
Subsistence can be claimed where appropriate up to a maximum of £20 for a full 24 hour period (subject to approval by your Training Programme Director). Claims for alcohol will not be reimbursed. Receipts must be dated and itemised.

Are expenses taxed?
No, expenses are not subject to tax.

What do I do if I wish to appeal a rejected expense?
Please email the study leave team ASAP. All appeals need to be processed through the study leave team.

Further guidance and resources

https://www.nwpgmd.nhs.uk/study-leave