

HEE NW guidance on Less Than Full Time (LTFT) during COVID-19, 26 March 2020

All LTFT requests to increase their hours will be accommodated.

LTFT trainees can be asked to do additional work but currently have the right to refuse.

LTFT trainees may wish to contribute by doing locum shifts – this remains unchanged i.e. the guidance needs to be followed and it needs to be recorded on their form R. It will not count towards training as has been the case until the present time.

https://www.nwpgmd.nhs.uk/sites/default/files/Guidance%20-%20trainees_and_trainers%20undertaking%20additional%20work%20V3.pdf

LTFT will be enabled to increase to a higher percentage up to and including full time. This increase in percentage will be counted towards training if it is in their training specialty. Arrangements for rotas etc need to be done with the local trust. This will, during the current period, be open to those in slot shares and funded supernumerary.

LTFT will also be able to drop to 50% if required to do so for carers' roles or health concerns and if increased hours are not sustainable these can be returned to previous levels.

If you wish to change your percentage of time worked please inform the team at ltft.nw@hee.nhs.uk and include in the email where you work, your grade and specialty, the percentage you currently work and the percentage that you wish to move to and from what date. You also need to confirm you have informed your ES and the trust you work in.

Please be tolerant if the changes result in pay not immediately being correct as it may take a minimum of 4 weeks to be corrected but I am sure everyone is wanting to help and will try to quickly adjust for you.

If you have never been LTFT previously you will need to apply in the usual way, but this will be expedited.

Can we thank you for your contribution - keep safe and be kind to yourselves.