

FD guidance for holiday leave or sickness absence **on a DFT study day**

Guidance if the FD has made a request to be excused from a future mandatory study day.

The FD is reminded of the following clauses in the FD contract:

DFT LE contract:

17.10 attend all study day courses and equivalent prescribed virtual or on-line activities as are set out in the published programme and shall not, except in case of illness or other unavoidable cause, absent himself/herself from any such course without the prior consent both of the Educational Supervisor and NHS England North West. Such consent will only be given in exceptional circumstances and is subject to the agreement of the Training Programme Director and the Associate Dean for Dental Foundation Training following written application at least 6 weeks in advance. The Foundation Dentist will be expected to make up any study days missed with suitable equivalent training/education at the Foundation Dentist's cost which has been agreed in advance with the Associate Dean for Dental Foundation Training. All study day courses and equivalent prescribed virtual or online activities must be attended from the UK unless in exceptional circumstances and where prior written agreement is given by the Dental Postgraduate Dean

19. The Foundation Dentist shall be entitled to 5.6 weeks' holiday, including bank holidays, with full pay during the period of twelve months in the Practice, pro rata for Less than full time working. Such holidays shall be taken at the times agreed between all parties (HEE, Host Practice and Lead Employer) and informed to the Lead Employer.

The Foundation Dentist shall not take more than 3 days annual leave within the first 8 weeks of the training year or take holidays on study days without the written approval, in advance, of the Associate Dean for Foundation Training and Postgraduate Dental Dean. Additionally, the Foundation Dentist is entitled to 2 days professional leave subject to prior approval from the Associate Dean for Foundation Training to attend professional exams and interview.

23. The Foundation Dentist should fill out a self-certification form for any period of absence due to illness lasting less than 7 days. For any period of incapacity due to sickness or injury which lasts for seven consecutive days or more, a Fit note stating the reason for absence must be obtained at the Foundation Dentist's own cost and supplied to their Educational Supervisor. Further certificates must be obtained if the absence continues for longer than the period of the original certificate. Cumulative absence of greater than 10 days during the training year must be reported by the Foundation Dentist to the Postgraduate Dean and Lead Employer Provider and will be reviewed by the Postgraduate Dean for possible extension or termination of training.

Guidance for requesting leave on a study day

*****Please make sure you are registered with your ESR*****

- As per contract, please request the study leave/date/reason on the form attached to this guidance
 - The request is required **6 weeks** in advance of the leave date. Otherwise it will not be approved unless very exceptional circumstances.
 - Once your TPD has received the study leave request form your TPD will notify your ES, who will need to record your request on ESR as holiday leave.
 - If you have no further holiday leave to take your leave may be unpaid leave. OR IT MAY NOT BE APPROVED.
 - Not attending a study day will mean you will have to make up the CPD from that study session. Some hands on courses can range from £100-£500 for the day.
- We encourage you to plan your leave outside of term time so as to not have to attend further educational courses at your own expense.

Guidance for non-attendance on a study day due to sickness

- If you cant attend a study day due to sickness or other mitigation circumstance on the day, please inform your TPD as soon as possible.
- Your TPD will note the sickness and inform staff taking registration on the day.
- Your TPD will also notify your ES to record your sick day in the ESR.
- All missed study days, including for sickness, will need to be made up. If there are no further study sessions running for the day you have missed you will have to find a course to attend which covers the same hours and CPD from the day missed.

*****Please confirm any CPD days you are attending with your TPD before booking on a course*****

Other FAQ regarding study day leave requests

1. Can I swap to another study day with another scheme

- All study days have been arranged to accommodate the correct numbers for the speaker to FD ratio to allow an optimal educational experience. It may be unlikely that you can just attend another study session with another scheme.

2. Can I leave a study session early to catch a train, flight or miss the traffic.

- No, unless there is a mitigating circumstance. Wanting to leave early to catch a train, or a flight will not be a reason to authorise missing part of a study day. Please organise all transport around the set times for your study sessions. If you do leave early on a study day you may not receive your CPD certificate and may be asked to catch up the missed CPD.

3. I have not turned up for a study day, with no valid reason or without informing my TPD.

In the first instance the Lead employer and your ES will be notified by your TPD. The study day not

attended may be added on ESR as **unauthorised unpaid leave**. Once it has been recorded on ESR, deductions may appear accordingly within next payslip, depending on entry date and payroll closure.

Following the missed study day a meeting will be held with your TPD. You may be asked to have a recorded meeting with the Associate Dean for Dental Foundation Training. Repeated unauthorised leave can lead to disciplinary actions from your Lead Employer.

You will also have to make up the missed study session at your own expense if there are no further study days you can attend on the DFT programme.

*****Please confirm any CPD days you are attending with your TPD before booking on a course*****

STUDY LEAVE REQUEST/SICKNESS FORM

PLEASE COMPLETE THE STUDY LEAVE REQUEST FORM AND RETURN TO YOUR TPD AS SOON AS POSSIBLE FOR CONSIDERATION OF YOUR REQUEST

Name FD and scheme:-	
Name TPD and scheme:-	
Name ES and scheme:-	
Title of study day:-	
Date of study leave requested (At least 6 weeks notice must be given)	
Number of sessions that would be missed AM/PM	
How do you propose to replace the missed study day?	
NHSe staff use only	
TPD to Date/sign and comment for study leave request:- Has the FD given 6 weeks advance notice Record? Please notify the ES to complete a holiday request on ESR?	Date:- Sign:- Add comments:- ES:- ES notified:-
TPD to Date/sign and comment for FD sickness/non attendance on a study day:- Please notify the ES to complete a sickness record on ESR?	Date:- Sign:- ES:- ES notified:-

