**Study Leave FAQ’s**

**How do I apply for study leave?**

*There is a document on our website which details the study leave process. The study leave application form and expenses claim forms can also be found on the website. All documents can be found using this link -*

[*https://www.nwpgmd.nhs.uk/gpst-study-leave*](https://www.nwpgmd.nhs.uk/gpst-study-leave)

**Why do I have to gain approval for my study leave application with my Educational Supervisor and Rota-Master?**

* *Your Rota-Master will need to be aware to ensure there is adequate cover for your leave (where applicable)*
* *Your Educational Supervisor needs to be aware of which courses you are attending to ensure they are appropriate for your training*
* *It is a probity issue to claim to have approval not sought or granted. Approval will be randomly checked and should be noted in the trainee’s eportfolio*

**Why do I need to send my application to my Training Programme Director for approval?**

*The Training Programme Director has overall responsibility for approving study leave for trainees in your GP Programme and must ensure that study leave money is being spent appropriately e.g. you are not attending courses which may be covered within your Structured Release Teaching*

**When do I submit my study leave application form?**

*Please try to submit your application forms at least six weeks prior to the course. Your Training Programme Director will grant retrospective approval for up to four weeks after the course if necessary. Applications received after four weeks of attending the course will be declined.*

**Do I need to complete a study leave application form if I am attending a course on my day off?**

*Yes, you do. An application form must be submitted for every course you wish to claim reimbursement for to ensure you are using your study leave appropriately.*

**Do I need to complete a study leave form if I am attending a course that is free of charge?**

*Yes, you do; the course must be approved to ensure it is appropriate for GP Training.*

**How many study leave days do I get per year?**

*You have 30 days per year. We advise that 15 of these are used for release to GP Teaching, up to 5 for release to meet with your Educational Supervisor, and the rest to be used for courses. This is only a guide and is dependent on how many days you are required to attend GP Teaching. Once the 30 days annual allowance has been taken, further study leave is at the discretion of the trainer and so trainees may be asked to do the course in their own time or to forgo personal study time.*

**How do I know how many study leave days I have taken?**

*It is your responsibility to keep a log of how many days you have taken and you should keep your Educational Supervisor informed. The GP School keeps a record of the study leave you apply for but not the number of days.*

**How much is my study leave budget?**

*There is no individual limit, however study leave must be used to meet curriculum requirements. All study leave requests are to be discussed with your supervisors. Leave to meet core curriculum requirements will take priority over discretionary non-curriculum requirements. You are required to enter a PDP entry for any course that you use study leave funding to attend. A reflective log entry after the course is also necessary.*

**I don’t know who my TPD or their administrator is; how can I find out?**

*Some TPDs are happy for trainees to email them directly with study leave requests rather than go via their administrator. Each area works slightly differently so probably best to check how it works locally. A list of who to contact for study leave purposes can be downloaded from our website.*

**I did not manage to get my EDUC form signed at the course; can I still claim?**

*In this instance you can submit your EDUC form to the GP School along with either a copy of your course certificate or a copy of your invoice for the fees stating ‘paid in full’.*

**Why do we have to scan and email the EDUC form rather than post or fax it?**

*All study leave correspondence is stored electronically on a study leave database. Claims for reimbursement are emailed to the lead employer for payment. We are trying to be as ‘paper-light’ as can be.*

**When do I need to submit the EDUC form?**

*You need to submit the EDUC form and any travel receipts/certificates via email within three months of attending the course. Claims received later than the three-month deadline will be declined.*

**AKT & DRCOG exams**

*You cannot claim for these exam fees, although you can claim for travel expenses to and from the exam. Please note you cannot claim accommodation costs the night before an exam.*

**If I am claiming for travel expenses to and from an AKT exam, do I need to submit a study leave application form prior to the exam with approvals?**

*No, as your exams are mandatory you only need to submit EDUC forms with proof of travel after you have attended the exam. Please ensure you notify your rota master and Educational Supervisor of your exam dates.*

**If I am taking one of the mandatory exams (as stated above), does this count as one of my study leave days?**

*No this will be regarded as professional leave and will not be recorded as a study leave day and or be deducted from your annual allowance (30 days per year). However, if you are taking a non-mandatory exam then this will need to be approved by your Educational Supervisor/TPD and will be recorded as a study leave day.*

**I was expecting to be reimbursed with my salary this month however the money has not been paid into my account. How can I check if it has been processed? -**

*The Lead Employer reimburse study leave expenses with your salary. If you have not been reimbursed within two months of submitting your EDUC form, then please contact your lead employer.*

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