

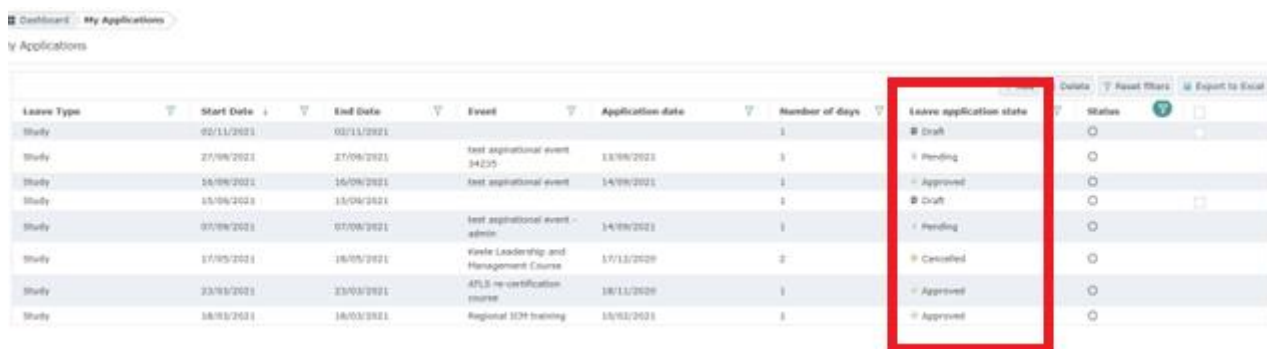
Study Leave FAQ

What is the best way to contact the Study Leave Team

Please send all requests and enquiries via email to england.studyleave.nw@nhs.net.

How do I check my application progress?

You can go to my application and select pending. You can open the application and see which approver it is currently with.



Leave Type	Start Date	End Date	Event	Application date	Number of days	Leave application state	Status
Study	02/11/2021	03/11/2021			1	Draft	
Study	27/09/2021	27/09/2021	test aspirational event 34235	13/09/2021	1	Pending	
Study	16/09/2021	16/09/2021	test aspirational event	14/09/2021	1	Approved	
Study	15/09/2021	15/09/2021			1	Draft	
Study	07/09/2021	07/09/2021	test aspirational event - edwin	14/09/2021	1	Pending	
Study	17/05/2021	18/05/2021	Wales Leadership and Management Course	17/11/2020	2	Cancelled	
Study	23/03/2021	23/03/2021	ATLS re-certification course	18/11/2020	1	Approved	
Study	18/03/2021	18/03/2021	Regional ICH training	15/02/2021	1	Approved	

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 bottom 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 - 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.



Expense Type	Start Date	End Date	Estimated amount	Claim amount	Authorised amount	Expense authorisation state	Application Status	Status
Fee - Courses/Conferences of	15/09/2015	16/09/2015	£25.00	£5.00	£5.00	Pending	Approved	<input type="checkbox"/>
Fee - Courses/Conferences of	23/03/2012	23/03/2012	£405.00	£405.00	£405.00	Authorised	Approved	<input type="checkbox"/>
Fee - Courses/Conferences of	01/03/2014	02/03/2014	£305.00	£305.00	£305.00	Authorised	Approved	<input type="checkbox"/>
Fee - Courses/Conferences of	15/10/2018	16/10/2018	£5.00	£5.00	£5.00	Pending	Approved	<input type="checkbox"/>
Fee - Courses/Conferences of	14/11/2018	14/11/2018	£205.00	£205.00	£205.00	Authorised	Approved	<input type="checkbox"/>
Fee - Courses/Conferences of	25/05/2018	25/05/2018	£5.00	£5.00	£5.00	Pending	Approved	<input type="checkbox"/>
Fee - Courses/Conferences of	03/07/2017	07/07/2017	£395.00	£395.00	£395.00	Authorised	Approved	<input type="checkbox"/>
Fee	09/06/2016	10/06/2016	£50.00	£50.00	£50.00	Pending	Approved	<input type="checkbox"/>
Fee	26/04/2014	26/04/2014	£300.00	£300.00	£300.00	Pending	Approved	<input type="checkbox"/>
Fee	08/02/2014	08/02/2014	£350.00	£350.00	£350.00	Pending	Approved	<input type="checkbox"/>
Fee	07/02/2015	08/02/2015	£425.00	£425.00	£425.00	Pending	Approved	<input type="checkbox"/>
Fee	02/02/2015	02/02/2015	£75.00	£5.00	£5.00	Pending	Approved	<input type="checkbox"/>
Fee	11/02/2013	11/02/2013	£400.00	£400.00	£400.00	Pending	Approved	<input type="checkbox"/>
Fee	16/01/2013	16/01/2013	£5.00	£5.00	£5.00	Pending	Approved	<input type="checkbox"/>
Fee	18/09/2012	18/09/2012	£5.00	£5.00	£5.00	Pending	Approved	<input type="checkbox"/>

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 available 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?

You can upload your receipts when initially making the application, and/or when claiming your expenses. 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).

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.

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>