

## HEE NW guidance on study leave during COVID-19 26 March 2020

### For colleagues in training

We are all aware of the changes happening nationwide as a result of COVID-19 and an important area to clarify for you relates to study leave. Please see below a list of areas relating to this and accompanying clarification:

1. Study leave expenses for cancelled courses – HEE NW will honour agreed payments but you will need to confirm you have been refused a refund (most colleges and national organisations are refunding costs). For travel you may find you are able to get refunds exceptionally. We will handle these claims as rapidly as we can. Please use the normal claim forms and include a statement entitled “cancelled course and refund sought and unobtainable”. Where courses are moved to a different future date claims should be made after the course has happened, as usual.
2. Cancellation of study leave by local Trusts – schools will sometimes use distance learning methods to deliver learning events and these should be attended as normal. If you are asked not to attend please ensure your TPD knows as a detailed record is being kept of missed events. If local training events are cancelled please also inform your TPD, as these will be recorded and plans made to provide later.
3. Future study leave – please apply as normal as these opportunities become available, in the usual way.
4. HEE are working on national FAQs related to study leave and other areas and we will highlight these when available. <https://www.hee.nhs.uk/coronavirus-information-trainees>

At this difficult time we appreciate that you are supporting the clinical services and working as professionals with trainers to assess whether to attend available events based on your training requirements and patient safety issues. We remain focused on ensuring your training is supported and has the minimum disruption but appreciate the flexibility needed to ensure a safe service. Thank you for your contribution.