Study Leave guidelines for GP ST1/2 trainees

These guidelines are based on the HEKSS study leave guidelines. HEKSS guidelines can be viewed on the HEKSS website.

Application for study leave

An Electronic Form must be completed for all Study Leave requests, the form can be downloaded from the Medical Education Website or if requested can be emailed to you by the Medical Education team. [http://www.esht.nhs.uk/medical-education/study-leave/](http://www.esht.nhs.uk/medical-education/study-leave/)

DO NOT print this form off for obtaining signatures. Please follow the process below.

All Study Leave must be applied for at least 6 weeks in advance. Before submitting the request, ensure the first section of the form is fully completed by yourself and that you complete your name in the signature area and date the form. The form should then be emailed to your Educational Supervisor and, after discussing the request with you and completing their name on the form, they are required to forward the form to the Practice Manager. The Practice Manager will complete their name in the relevant box and should then email it to the email address below for processing.

**StudyLeave.DoctorsInTraining@esht.nhs.uk**

Retrospective applications will not be considered. If you do not apply for your study leave before the study leave event, the time will be taken from your annual leave entitlement.

Study Leave will not be authorised until trainees have completed all Mandatory Training requirements. Please ensure this is noted on the Study Leave application form.

Exam dates do not count against your Study Leave allowance but the time must be applied for with a completed Study Leave form. You cannot claim Exam fees.

Trainees in Locum Appointments for training (LATs) exceeding 4 months are entitled to Study Leave pro rata.

Private (Revision) Leave is counted against your Study Leave allowance. The allocated amount of Private leave is a maximum of 5 days, this is only allowed once during the academic year.

Study leave expense claims

If you wish to claim expenses (which will be paid after the leave takes place if approved) list the expenses on the second page of the Study Leave form, email the form to the Medical Education team and post all original receipts.

Expenses appropriately incurred for study leave within the British Isles might typically include:
- registration and/or course fees for courses
- reasonable subsistence
- costs of moderate-priced accommodation, if no course is available locally
- economy/standard travel expenses, if no course is available locally.

All claims for study leave expenses must be received by the Medical Education team within 60 days of attending your course. Claims made after this date WILL NOT be processed. Claims will only be processed if an appropriate study leave form has been submitted prior to attendance at the course.
If you have attended a course you must also complete the evaluation section on the form.

Your Study Leave entitlement is 30 days (10 days per 4 month rotation). Compulsory activities are taken from this allowance including termly teaching sessions and practice study days. Please see table below.

**GPSTP Study Leave allowance (time and expense)**

Entitlement over two years:
GPST1/2 allocated £1056 and 60 days study leave
GPST1/2 has at least one four month GP placement
GPST1/2 is expected to attend one practice study day per hospital placement (5)
GPST1/2 is expected to participate in one residential

Study leave time and funds will be allocated as below over a two year period.

<table>
<thead>
<tr>
<th>Event</th>
<th>£</th>
<th>Time in days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice study days</td>
<td>500</td>
<td>5</td>
</tr>
<tr>
<td>Residential</td>
<td>276</td>
<td>2</td>
</tr>
<tr>
<td>Study programme (5 days per term)</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Induction/regional study days</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Allowance for individual use</td>
<td>280</td>
<td>19</td>
</tr>
<tr>
<td>(This must be approved by the Educational Supervisor/GPTPD in accordance with ESHT study leave guidelines above)</td>
<td></td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1056</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>