

STUDY LEAVE APPLICATION FORM

Please complete this form to apply for study leave funding and scan to juniordoctorsstudyleave@gstt.nhs.uk or return to **PGME Administrator, 2nd Floor, Education Centre, 75 York Road, London SE1 7NJ** at least 6 weeks in advance of the course. **Your application will not be processed unless each section is completed.** If you have any queries, please contact ext. 85184 or email JuniorDoctorsStudyLeave@gstt.nhs.uk

Title: First name: Surname: Payroll/Assignment No:
GMC Number Contract start date at GSTT..... Contract finish date at GSTT
 Department..... Email

Grade: F2 ST1/2 ST3+/SpR Clinical Fellow Staff Grade/Associate Specialist/Specialty Doctor Consultant

Doctor in Training: Yes/No If yes, Training Programme Course Title: Course Start Date..... Course End Date..... Location:	<p style="color: red; margin: 0;">HEE Reference Number _____</p> <p style="font-size: small; margin: 0;">(Without a HEE Reference Number this application will not be processed)</p>
<p><u>For Doctors in Training</u></p> <p>HEE Mandated/ Optional Course? YES/NO</p> <p>If NO, Has your TPD/HoS approved? YES/NO</p>	

APPROVAL FOR TIME OFF & COURSE RELEVANCE
 (If you are not applying for funding you do not need to submit this form to the Post Graduate Department)

Leave of absence requested: working days, from.....to.....

Will a locum be required? YES /NO If NO, who will cover?

If YES, please specify dates and times..... If YES, please also notify Medical Staffing immediately, providing all necessary details and authorisation

Approval
 Consultants must sign junior doctor applications. The clinical director must sign for consultant applications. I acknowledge sight of this application and I accept its service consequences. For junior doctor applications I confirm that the course applied for has been approved by HEE

Leave declined, state reason

Signed..... **Date**

Signed by (print name).....

COMPLETE THIS SECTION TO APPLY FOR FUNDING

Registration/course fees: £.....

Travel & accommodation costs £.....
Reimbursement should be for the cheapest mode. UK: Standard or Apex rail fare / Abroad: Apex fare. Travel within the Greater London area is not funded. Mileage, when car travel is necessary, is costed at 0.24p per mile.

Total claim for this period of leave: £.....

Office Use Only: DIRECTOR OF POSTGRADUATE MEDICAL EDUCATION'S APPROVAL
 Claim Approved Claim Declined

Comments.....

Signed..... **Date**.....