

STUDY LEAVE GUIDE

- 1) To apply for study leave reimbursement at first the claim form must be complete and returned.

TO BEAR IN MIND

HEE Reference Number

For doctors in training, the HEE reference number (which can be found with the link below for mandatory and optional courses) can be found below. For aspirational courses, please see the flow chart for how to claim these HEE codes.

Approval for Time off & Course Relevance

All forms must be signed off in order to be processed.

Contract Start/Finish Date

Clinical Fellows/Trust Doctors/Dentists must include contract start and finish date.

- 2) Forms are processed on the month of the course. If you haven't received an approval email within the first 2 weeks of the month the course is due to take place, please contact JuniorDoctorsStudyLeave@gstt.nhs.uk
- 3) After receiving an approval email receipts and expense forms must be returned to JuniorDoctorsStudyLeave@gstt.nhs.uk. Reimbursement usually happens on payday the month after receipts and expense forms have been completed. If there are receipts missing, or the expense forms are incorrectly completed this will delay reimbursement.
- 4) A second confirmation email is sent on the month of reimbursement. This is usually within the first 2 weeks on the month, dependent on when payroll confirms reimbursement.

Conditions for Rejection of Reimbursement

Outright rejection of a claim form is rare but these are the reasons why a reimbursement might not be accepted:

- If doctors with budgets (i.e. Trust doctors/Consultants/Dental/Clinical Fellows) have gone over budget.
- A doctor in training has provided an incorrect HEE reference number or can't provide a HEE reference number for the course they want to claim reimbursement for.
- The consultant/clinical director in charge hasn't agreed the study leave.