Foundation Study Leave Application Process
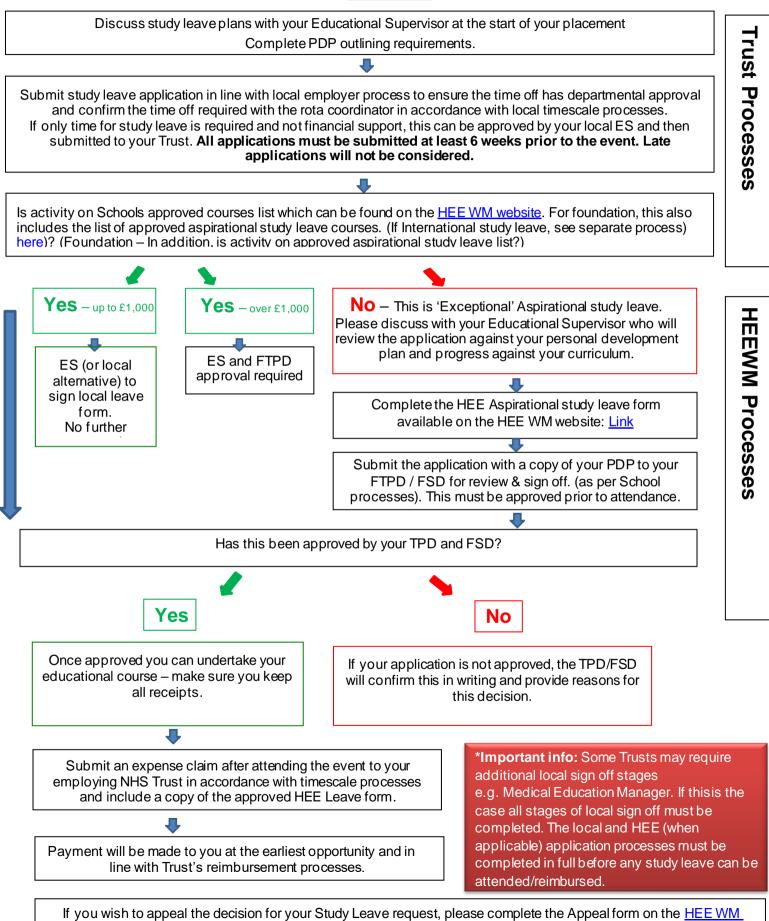
Flowchart

Trust Processes

Discuss study leave plans with your Educational Supervisor at the start of your placement
Complete PDP outlining requirements.

Submit study leave application in line with local employer process to ensure the time off has departmental approval and confirm the time off required with the rota coordinator in accordance with local timescale processes.
If only time for study leave is required and not financial support, this can be approved by your local ES and then submitted to your Trust. **All applications must be submitted at least 6 weeks prior to the event. Late applications will not be considered.**

Is activity on Schools approved courses list which can be found on the HEE WM website. For foundation, this also includes the list of approved aspirational study leave courses. (If International study leave, see separate process) here)? (Foundation – In addition, is activity on approved aspirational study leave list?)

HEEWM Processes

Yes – up to £1,000

Yes – over £1,000

No – This is 'Exceptional' Aspirational study leave. Please discuss with your Educational Supervisor who will review the application against your personal development plan and progress against your curriculum.

ES (or local alternative) to sign local leave form.
No further

ES and FTPD approval required

Complete the HEE Aspirational study leave form available on the HEE WM website: Link

Submit the application with a copy of your PDP to your FTPD / FSD for review & sign off. (as per School processes). This must be approved prior to attendance.

Has this been approved by your TPD and FSD?

Yes

No

Once approved you can undertake your educational course – make sure you keep all receipts.

If your application is not approved, the TPD/FSD will confirm this in writing and provide reasons for this decision.

Submit an expense claim after attending the event to your employing NHS Trust in accordance with timescale processes and include a copy of the approved HEE Leave form.

*Important info: Some Trusts may require additional local sign off stages e.g. Medical Education Manager. If this is the case all stages of local sign off must be completed. The local and HEE (when applicable) application processes must be completed in full before any study leave can be attended/reimbursed.

Payment will be made to you at the earliest opportunity and in line with Trust's reimbursement processes.

If you wish to appeal the decision for your Study Leave request, please complete the Appeal form on the HEE WM Website.