

Study Leave Guide – Foundation and GP Trainees

Study Leave Allowance

- Trainees are entitled to 30 days a year. This commences on the day of appointment to a post and is allocated pro rata to the duration of the post. The 30 days normally includes 15 days each year for in-house educational activities.
- FY2 and GP trainees are entitled to study leave pro rata to the duration of their post. GP day release course days and generic foundation education programme days are top sliced from the entitlement.
- FY1 trainees are not entitled to study leave (but attend a weekly formal core training programme).
- Less than full time trainees receive study days in proportion to the hours worked.
- The time allocation for study leave relates to the number of working days missed over the leave period. Weekends should only be counted when they coincide with a duty period.
- Days cannot 'roll over' from one 4 or 6 month period to another.
- Trainees should not be on-call whilst on study leave, even if the period of study leave is short. This includes being on call the night before study leave.
- Private study leave will only be granted for a defined purpose such as examination preparation, writing up research, review papers etc. Such requests must be supported by a plan with written objectives agreed between the trainee and Educational Supervisor.
- Statutory and mandatory training is in addition to educational study leave.
- Study leave funding is currently £600 per trainee per year for both full and less than full time trainees.
For GP Trainees, £300 per year is top sliced by Health Education Wessex for the GP day release programme. The remainder is divided between the two 6-month posts, so £150 is accessible from SHFT during each post.
For FY2 trainees the £600 is divided between their three 4-month posts and £200 is accessible from SHFT during each post.
- Any residual funds during a six or four month post will not be carried over.

Process of Study Leave

- All study leave applications must be submitted on-line, through the Intrepid Study Leave Manager <https://www.intrepidv10.co.uk/wox>. Account credentials to access Intrepid will be issued by email by the Deanery.
- Once submitted, the application will be forwarded automatically to the next authoriser in the chain. Once the application has been assessed by the Director of Education, you will receive an email informing you of the outcome of the application.
- If the application includes approval of funding, a letter will be sent to you by the Study Leave Administrator, confirming what has been approved and how to claim. Study leave claims are submitted through e-pay by selecting 'Training'.
- All relevant receipts must be provided.
- In some cases you will be asked to provide further details of the course, or explain how it fits in with your Study Plan / Training Agreement.

Learning Agreement/Educational Objectives

- A learning agreement (educational objectives) must be discussed and agreed with your Educational / Clinical Supervisor at the start of each post.
- A copy must be submitted to the Postgraduate Centre before any Study Leave application can be considered. This can be a print out of the agreement in your e-portfolio.
- Your educational objectives may be referred to when you are applying for Courses.
- Advice on suitable events to attend at different stages of training is available at Specialty induction and from the postgraduate centre.

Study leave conditions

- Study leave approval is conditional on:
 - completion of 'Record of Local Induction for Non Permanent Staff' and copy provided to Postgraduate Centre
 - the provision of learning objectives for the current post to the Postgraduate Centre
 - completion of Statutory and mandatory training
- Applications should be submitted 6 weeks before the date of the course.
- Claims for Travel / Expenses must be submitted within **3 months** of the date of the course.
- Fees cannot be paid directly by the Postgraduate Centre – trainees need to pay and apply for reimbursement.

Full guidance on study leave can be found in the relevant Deanery Study Leave Policy [Wessex](#)

Contacts

- Study Leave Administrator: Ann Smith - 023 8047 5588 / ann.smith@southernhealth.nhs.uk
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Website: <http://www.southernhealth.nhs.uk/career/postgraduate-centre/study-leave/>

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