

# STUDY LEAVE

## Who can apply for study leave?

All Consultants, SAS Doctors, Substantive Doctors, Trust Grade Doctors, Associate Specialists, Specialty Doctors, Clinical Fellows, Training Fellows, Specialty Trainees, Core Trainees and FY2s can apply for study leave.

To whom do I apply?

Specialty Trainees and Core Trainees should apply through their Lead Employer/TPD. All others should apply through WWL.

## How do I apply through WWL?

All applications for Study Leave **MUST** be made prospectively.

Unfortunately, retrospective applications for study leave cannot be accepted and funding will not be provided.

Applications for study leave need to be submitted **six weeks** prior to the requested leave.

WWL uses an online application system called Tracker2 for study leave.

To obtain access to Tracker2 please contact the Medical Education Study Leave Co-Ordinator

[REDACTED] or [REDACTED] Ext [REDACTED]

## Who needs to approve my application?

If you are a clinical research fellow, Training Fellow or Non-Training posts, your study leave needs to be approved by: Rota Co-Ordinator, Medical Education and Clinical Director.

If you are a Specialist Doctor, SAS, substantive staff/Associate Specialist/Specialty Doctor/Trust Grade doctors your leave will be approved by: Rota Co-Ordinator and Medical Education.

If you are a consultant your leave will be approved by: Medical Education.

**You need to ensure you have the approval of ALL NAMED approvers prior to attending the event.**

## What are the entitlements?

Leave and funding are calculated as follows:

Consultants, SAS Doctors, Substantive Staff/Trust Grade Doctors, Associate Specialists, and Specialty Doctors are calculated on a three-year rolling period in line with the financial year.

Clinical Fellows/Training Fellows/ Non-Training posts (LAS)/ and FY2's are calculated from contract start date. (The figures below are based on full-time contracts and will be pro-rata for part-time employees)

Consultants	SAS & Substantive Staff / Associate Specialists, Specialty Doctors & Trust Grade Doctors	Clinical Research Fellows / Training Fellows / Non-Training Posts (LAS)/ FY2's
£3,300 & 30 days	£3,000 & 30 days	£790 per annum & 10 days
Rolling 3-year period	Rolling 3-year period	Calculated from contract start date