

### ✅ How to Apply

1. To create a Tracker2 Account Please contact the Study Leave Co-Ordinator on: [REDACTED]
2. Please complete the form that you will receive and return complete to the email address above and once received your username and password will be sent to you.
3. Submit Your Application on Tracker2.  
[Tracker Leave Management System - Welcome Page](#)  
Application must be submitted 6 weeks before course/conference date.

### 👥 Approvers

Your application will be reviewed by:

- Rota Co-Ordinator
- Clinical Director
- Medical Education Team

> *FY2 Doctors*: Additional information may be required.

### 🚫 Retrospective Applications

**Please note:** All retrospective applications for study leave will not be accepted.

### ✉️ Application Status

- Approved: You'll receive an automated approval email.
- Pending: If your course date is near, you must chase outstanding approvals. Please kindly note that it is your responsibility to ensure that everyone named on your form APPROVES your leave prior to attending the Training/Course.
- Rejected: You'll receive an automated reason for rejection. If you're dissatisfied, contact the Study Leave Admin for escalation to the Director of Medical Education (DME).

### 💷 Reimbursement Guidance

- Keep all receipts/proof of payment for claim submissions after the course.
- You will need to create account to submit your expenses [EASY | User Registration](#)
- Please note we cannot accept forwarded receipts