Medical Study Leave Applications

Who can apply for study leave?

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

Who do I apply to?

Speciality Trainees and Core Trainees should apply through their Lead Employer/TPD.
All other Medical Staff groups should apply through WWL.

How do I apply through WWL?

WWL uses an online application system called Tracker2 for Study Leave.

- All requests for Medical Study Leave need to be submitted online using the Tracker2 Leave Management system.
- Each clinician wanting to submit a study leave request will require their own personal Tracker 2 account.
- Tracker2 Accounts should be requested from the Medical Education Department. Please contact the Study Leave Administrator on ███████████████████ or ███████████
- The Tracker2 system can be accessed at this website: https://www.tracker2.net/default.htm

Timescale for applications

- **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.

Approval Pathway

- In order to be successful, applications require the approval of **ALL** of the following people:
  Rota Co-ordinator.
  Study Leave Administrator (On behalf of Medical Education Manager)
  Clinical Director.

- Once your application has been submitted on Tracker2 a notification will automatically be sent to your approvers for their decision. Please note that **reminder emails are not sent.**   If you are awaiting the approval of one or more of the approvers it is your responsibility to contact the relevant approvers and request they consider your application.
- You are required to obtain the approval of all three approvers before you attend your course/conference.
- You are also advised to ensure you have full approval before paying any fees for a course/conference/training event. If your request is refused you will not be able to claim any fees back.

- If you are hoping to take advantage of a time limited offer (e.g. early bird rates) you are advised to personally speak to each of the approvers to get your application expedited.
- You should not attend an event unless you have received full approval.   Reimbursement will not be provided for study leave events attended where full approval is not obtained in advance.
- It is your responsibility to ensure that you have the full approval required.

What are the entitlements?

Leave and funding are calculated as follows:

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

- Clinical Fellows/Training Fellows/Non Training posts (LAS) and FY2s are calculated from contract start date.

Consultants	SAS & Substantive Staff/ Associate Specialists, Speciality Doctor & Trust Grade Doctors	Clinical Research Fellows/ Training Fellows/Non-Training Posts (LAS) & FY2s
£3,300 & 30 Days	£3,000 & 30 Days	£790 per annum & 10 Days
Over a 3 year rolling period	Over a 3 year rolling period	Calculated from contract start date

(Figures above for days, are based on full time contracts and will be pro-rata for part time employees, but funding will remain the same)

Please see the Study Leave Policy for further information.

Application Approved

- Once your application has been formally approved, an automated email will be sent via tracker2 as confirmation.
- On receipt of the approval email you may then book your course/conference.

Application Rejected

- If your application is rejected at any stage, by one of the approvers in your pathway, the application process will stop and you will be notified of the rejection by email.

Obtaining Reimbursement

- When attending your courses/conference please ensure that you retain all receipts /proof of payments for subsequent reimbursement.
- Claims for reimbursement are processed on the Easy Expenses system.
- The Easy Expenses system can be located at: https://wwl.easy.giltbyte.com/user/login/
- Each Clinician requiring reimbursement will need their own personal Easy Expenses account.
- The Easy Expenses system is the responsibility of the Finance Department. Easy Expenses accounts should be requested on the Easy Expenses home page and clicking on "New to Easy? Register here".

- Claims for reimbursement **MUST** be submitted **no later than three months after the course date**. The Easy Expenses system will not allow requests to be submitted after this date.
- You are required to attach copies of your receipts/proof of payment to your Easy Expenses claim. We are unfortunately unable to accept receipts unless they have been uploaded onto Easy Expenses.

- When claiming mileage please ensure you select the option for Training Mileage

- When claiming Course Fees or Course expenses (including Accommodation) please ensure you select the option for
Study: Fees
Study: Expenses

Things to remember

The responsibility of ensuring that the approval of the study leave has been processed **in advance** of the course lies with the applicant. Study leave or funding is not guaranteed until all the three relevant approvals have been given.

Reimbursement of course fees or study leave expenses is through the Payroll system, Easy Expenses. Please remember that you **must** apply for the reimbursement within a twelve week timeframe of attending the course. Any claim made outside of the system will not allow you to claim for.

Further information

Full details of the WWL study leave process, including information of funding caps can be found in the Study Leave Policy, or by contacting the Study Leave Administrator on ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛ .

Study Leave Process

Retrospective applications for study leave will not be accepted

In order to apply for Study Leave you will need a Tracker2 account. Please contact the Study Leave Administrator on:

Tracker2 Account registration form completed and returned to the Study Leave Administrator

Application for leave / funding made prospectively via Tracker2 a minimum of SIX weeks prior to the course/conference date.

Notification of application / request for approval emailed to approvers.

Outcome emailed to applicant (via Tracker2) within two weeks of application.

Approvers

Rota Co-ordinator

Study Leave Administrator (on behalf of Medical Education Manager)

Clinical Director

*FPD required in lieu of Clinical Director for FY2 trainees.

NO — Applicant logs onto Tracker2, checks which approvals remain outstanding and contacts approver(s) to review application.

YES

Rejected
One of the approvers has rejected the application.

The email will from Tracker2 will explain the reason for the rejection.

Approved
All approvers have reviewed and approved your application.

On receipt of an Approved email you may book and attend your course/conference.
Funding and time requested deducted from applicants Study Leave allowance.

Pending
Some of the approvers may yet need to review and approve/reject your application.

An appeal against a rejected application can be made to the Medical Education Manager.
If required, this may be escalated to the Head of Medical Education and/or the Director of Medical Education.

Applicant attends course/conference. All receipts / proof of payments must be retained for subsequent reimbursement.

Applicant DOES NOT attend course/conference.
Applicant MUST inform Study Leave Administrator of event cancellation to enable requested time and funding to be added back into

Applicant claims for reimbursement for fees/expenses via Trust Easy Expenses System within 12 weeks of attending course.

Applicant attaches all receipts/proof of payment to Easy Expenses.

Applicant reimbursed via payroll system.