

## EXTENDED STUDY LEAVE PROCEDURE

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<b>VERSION NUMBER:</b>	2
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<b>CONSULTATION GROUPS:</b>	JSC Workforce and Organisational Development Group Clinical Governance and Quality SMT
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### SCOPE

Services	Applicable	Comments
Trustwide	✓	

The Director responsible for monitoring and reviewing this procedure is  
Executive Director of People and Culture

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**EXTENDED STUDY LEAVE PROCEDURE**

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SAMPLE - DO NOT USE

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**Assurance Statement**

The purpose of this procedure is to ensure that the Trust can monitor all applications for extended forms of study. The central approval processes ensure that a Trust-wide perspective is given to applications and that there will be equality of opportunity for staff.

**1.0 INTRODUCTION**

- 1.1 The aim of this procedure to clearly set out the processes for approving applications for extended study leave.

**2.0 STUDY LEAVE APPROVAL**

- 2.1 All applications for Extended Study Leave will be submitted for the approval process relevant to that member of staff and the programme of study they are applying for. Applications from Social Care will be submitted to the relevant Assistant Director for Social Care and Medical staff will submit applications to their Medical Manager. All staff requesting funding from the Extended Study Leave Budget will submit applications to the Study Leave Panel. This panel is made up of senior members of staff and convenes on a regular basis to decide on study leave requests with the specific dates publicised well in advance Applicants are advised to submit their forms in good time, taking note of the Panel dates, to ensure that they allow themselves sufficient time to apply.. Panel members will be drawn from across the organisation to ensure representation from different staff groups and different localities.
- 2.2 Apprenticeship applications will be considered as extended study when funding needs to be prioritised, or the applicant is not eligible for Education and Skills Funding Agency monies.
- 2.3 For all programmes, once the allocated budget for a particular year has been spent, no further extended Study Leave applications will be considered for that year. Applicants are therefore advised to submit their applications as early as possible during the year to have a better chance of funding being available. Should an application be refused because of lack of funding, the applicant may resubmit the application the following year.
- 2.4 After each Study Leave Panel meeting applicants will receive a letter to let them know whether or not their application has been successful, and inform them of any terms and conditions associated with approval. Applicants who would like to discuss the content of their response letter in more detail should contact their Director.

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- 2.5 A central copy of all decisions will be kept by the Workforce Development and Learning Department.
- 2.6 A copy of the learning contract should be kept by the applicant's Line Manager and the applicant.
- 2.7 A summary of the extended study leave process is included as Appendix 4.

### 3.0 APPLICATION FORMS

- 3.1 Applications must be submitted on the approved form at (**Appendix 1 for non-medical staff and all community services staff, Appendix 2 for medical staff in mental health and learning disabilities**). No other form will be accepted. The form must be completed as indicated for **Extended** Study Leave, with supporting evidence, and signed by the applicant's manager and director in order to be considered for approval. Incomplete forms will be returned to the applicant. Applications should be by electronic form. The application form is available on the Intranet.
  - 3.1.1 Staff must not pay for courses and then request reimbursement but should follow the payment instructions in the approval notification.
- 3.2 For Bedfordshire, Hertfordshire and Essex University courses of study, pre- and post-registration forms will need to be completed; forms are available on the Intranet and should be returned to  
  
Workforce Development and Learning  
Epunft.studyleaveforms@nhs.net  
  
For Anglia Ruskin University Hertfordshire University and University Suffolk College there is an on-line process. Staff should not complete an on-line application until they have received approval from Workforce Development and Learning
- 3.3 Applicants must ensure that they request permission in time to allow for the approval process required by external agencies providing courses.
- 3.4 Travel and subsistence are not paid out of the training budget but should be claimed via service budgets. Travelling allowances, when undertaking study will be paid as follows:
  - 3.4.1 **By car:** Public transport rate is payable for all travel
  - 3.4.2 **By Rail/Air:** All employees will be expected to use second class travel and to take advantage of cheap fares and off peak travel where possible. Air travel is acceptable where the claimant can demonstrate it is the cheapest option
- 3.5 All claims for subsistence will be paid in accordance with section 18 of the NHS Terms and Conditions of Service Handbook All claims for subsistence must be supported by receipts. Expenses for meals are allowable only when more has been spent than would normally be spent at work.

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- 3.6 When the activity is completed, claims for course expenses should be requested under the appropriate process within **one calendar month of completion of the course**, and accompanied by all appropriate receipts or other proof of expenditure.

**4.0 POST REVIEW OF DEVELOPMENT**

- 4.1 Two months after completion of any extended study, development, or training, a post review of development should be completed. These forms are available on the Intranet. The manager will not permit the member of staff to apply for further study leave until they are satisfied that the development review has been undertaken and recorded appropriately. A copy of any record should be kept on the participant's personal file and a copy sent to WDL.

**END**