Study Leave Applications  
(Short Course/Conference with or without Cost)

Is the Course/Conference ESL (Extended Study Leave)?

- **No**
  - Complete electronic application form including line manager's signature. If the course/conference is being offered by a regional university, applicant must complete the appropriate University application form or wait for approval before applying online.
  - Submit application to Workforce Development and Learning for processing.
  - The application is then either approved or not approved. The applicant will be sent a notification about the decision. If the course is with cost, payment details will be included in the notification.
  - Applicant attends course if approved and then completes post-development review.

- **Yes**
  - Follow separate procedure for extended study leave

  - Book course with epunft.mandatory.training@nhs.net

Is the course/conference mandatory?

- **No**

- **Yes**