

Southampton University Hospitals NHS Trust

Application Form For Annual Leave For Junior Hospital Medical And Dental Staff

Applications for annual leave must be submitted at least 8 weeks in advance so that various recruitment procedures can be implemented. It is not always possible to provide locums at short notice. No request will be accepted without consultant approval.

I Tel/bleep no:

Post held

Which rotation (if applicable)

Hospital(s) to be covered

I wish to take days holiday (5 day week) from to inclusive

Please indicate any other periods of leave, eg. study leave that coincides with the above period.

.....

Rota to be covered during absence (actual dates)

Nights Weekends

Which other staff cover this rota?

Please state any leave granted to these other staff which will coincide with your leave request?

.....

Who is your Consultant during this period of leave?

Signed: Date:

COVER ARRANGEMENTS (Please delete as necessary)

Internal cover already arranged? YES/NO Please give details

Internal cover to be arranged? YES/NO Please give details

Are extra duty claim forms required YES/NO

External locum required? YES/NO

For HO/F1 post only: - could a 5th year student help with cover? YES/NO

If Yes, do you know anyone?

Consultant approval signature:

Consultant name printed

Care Group Manager

ONCE COMPLETED, THIS FORM SHOULD BE RETURNED TO YOUR CARE GROUP MANAGER WHO WILL FORWARD TO THE MEDICAL PERSONNED DEPARTMENT IF LOCUM COVER IS REQUIRED.

Medical and Dental Staff Leave Entitlements per Annum

Grade	Leave year	Annual leave	Study leave	Notice
House Officer or F1	Tenure of appointment	5 weeks (5 day week) 27 days includes 2 statutory days	Nil	2 weeks
Senior House Officer or F2	1 November to 31 October	5 weeks (5 day week) 27 days includes 2 statutory days	30 days (15 days for outside study plus 15 days to cover 30 internal educational sessions)	1 month
Specialist Registrar	1 November to 31 October	5 weeks (5 day week) 27 days includes 2 statutory days or 32 days depending on service	30 days	3 months
Clinical Assistant	Runs from anniversary of appointment	6 weeks (5 day week) 32 days includes 2 statutory days	Nil	2 months
Staff Grade	Runs from anniversary of appointment	5 weeks up to 2 years and thereafter 6 weeks	30 days in any 3 year period	3 months
Associate Specialist	Runs from anniversary of appointment	6 weeks (5 day week) 32 days includes 2 statutory days	Nil or if service over 2 years then 30 days in any 3 years	3 months
Consultant	1 November to 31 October	6 weeks (5 day week) 32 days includes 2 statutory days, plus 2 days if over 7 years of service	30 days in any 3 years	3 months

In addition to annual leave there are 8 statutory bank holidays per annum

The above information is subject to changes in the Medical and Dental Whitley Council Terms and Conditions of Service.

Please read if you are a Senior House Officer or F2 on Medical rotations

On each 4 month placement of your rotation your annual leave entitlement is 9 days, which must be taken during your placement. However, you will be allowed to carry over or bring forward a maximum of 1 day which will enable you to take a 2 week holiday.

It is important that you submit your request for annual/study leave to each care group on your rotation as soon as possible so that arrangements can be made to cover your absence.