

Deanery trainees study leave process

Locally Employed Drs study leave process

Log into Intrepid and request your study leave, if you do not have an Intrepid login, contact IM Support (South)
IMSupport.South@hee.nhs.uk

Application is approved/rejected by:

- CG Clinical Lead
- Rota Administrator
- Budget Holder

You can check the process of your application and whether it has been approved at any time. It is the Trainees responsibility to chase.

Application approved for both time and expenses

To claim expenses

- Logon to Employee Online
- Use Approving unit **'TDW Jnr Docs Study Leave'**

Application approved for 'time only'

You may attend - but you will not be able to claim any expenses

Application 'not approved'

You cannot attend this training

All expenses must be claimed within 3 months of attending the course or payment will not be authorised

Expense payments are subject to all stat and mand training being completed. You can review the stat and mand training you are required to complete using the VLE system. Accommodation is paid at a max of £120 per night (£150 London)
Foreign Travel or costs of over £750 need to have written approval from your ES, TDP and the Deanery.

Trainees are entitled to 30 days study leave (15 internal/15 external) pro rata. Link to Study Leave page on Staff Net -
<http://www.uhs.nhs.uk/Education/Informationforstaff/Doctors/StudyLeaveforF2s,SHOsSpRs.aspx>

Clinical Fellows/Trust Grade applications are paper based and can be found on staffnet - [CLICK HERE](#)

Completed application forms should be sent via email to studyleave@uhs.nhs.uk with the required signatures.