



Study Leave Policy

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1. INTRODUCTION

NHS Dumfries and Galloway is fully committed to the ongoing development of all staff. The Learning and Development Strategy & Framework 2013, sets out the intention to ensure that the corporate priorities are supported through the development of knowledge, skills and competencies in the workforce.

The policy is in line with the "Appropriately Trained and Developed" element of the staff Governance Standard for NHS Scotland –[Staff Governance Standard](#) ; - all NHS Health Boards are required to demonstrate that all staff members are appropriately trained and developed and that:

- All staff have equity of access to training, irrespective of working arrangements or profession
- Resources, including time and funding, are appropriately allocated to meet local training and development needs.

The Personal Development Planning and Review Policy supports the principle of enabling all staff to access learning opportunities whilst acknowledging that staff require to 'take responsibility to fulfil the agreed learning and development within their Personal Development Plan (PDP)'.

2. PURPOSE AND SCOPE OF POLICY

2.1 Purpose:

- To provide clear information and guidance to managers and staff in relation to the criteria for authorising and applying for external and internal study leave

2.2 Scope:

- All staff employed by NHS Dumfries and Galloway who apply for external and internal study leave
- For the purpose of this policy, "study leave" is described below

3. TYPES OF STUDY LEAVE

3.1 Learning and development study leave applies to a wide range of activities, which:

- may or may not incur costs
- may be undertaken in the working environment, or at a different venue
- may be provided by individuals or departments within NHS Dumfries and Galloway (internal study leave)
- may be provided by an external provider (external study leave)
- may be in the form of personal study time (internal study leave)

3.2 Examples of study leave:

- attendance at internal learning events/courses
- attendance at external conferences/seminars
- undertaking external courses of study
- undertaking online learning/studies
- personal learning time (eg reading, reflection time)
- time off for examinations
- secondment opportunities (see [Secondment Policy](#))
- teaching and/or research activity
- participation in educational visits and study tours

3.3 Sources of Internal study, learning and development:

- Internal study is organised by various NHS Dumfries & Galloway departments in the form of courses, practical sessions, conferences, events, seminars, mentoring and coaching. These Departments include:
 - Organisational Development
 - Medical Education (not for trainees)
 - Health Promotion & Intelligence
 - Information Management and Technology (IM&T)
 - Specialist areas such as Child Protection, Domestic Abuse etc.
- The types of education, training and development these departments offer include:
 - Learning Directory Courses
 - Leadership programmes and events
 - Health and Safety courses
 - Information Technology education and training
 - Specialised training relevant to job role.

4. LINKED STRATEGIES, POLICIES AND PROCEDURES

In particular:

- Learning and Development Strategy & Framework
- Financial Guidelines for Study Leave
- Personal Development and Review Policy
- Mandatory Training Policy
- Learning Directory
- Department/Profession Specific strategies and Policies eg: Medical Education and Educational Governance Strategy
- Secondment Policy

5. APPLICATION AND APPROVAL PROCESS FOR STUDY LEAVE

A flow chart for the application and approval process can be found at Appendix 1.

5.1 Guidance for Managers and Individual Applicants

All employees may apply for study leave and this application will be considered; but authorisation of study leave will only be considered where the need has been jointly agreed as part of an individual's personal development plan (PDP), or has arisen as a necessary requirement for the post. Study leave applications must be:

- Beneficial to organisational needs or an organisational mandatory requirement
- Beneficial to, and linked to, job role &/or personal development plans

All study leave forms must be approved before the study leave period; this being 4 weeks if in the UK, and 8 weeks if study leave is overseas; this to allow enough time for the logistics of the study leave to be organised.

It is at the line manager's discretion whether study leave is authorised. The level of support, in both time and funding is to be agreed between the manager and the employee. Financial Guidelines for Study Leave can be found at Appendix 2.

If authorisation is not given, the original study leave application should be made available to the applicant to see the reason given for non approval, or the manager should inform the applicant of the reason. Alternative options for achieving the learning/development need will be required.

If the application has been approved, applicants will be informed of the decision and it is the responsibility of the individual to ensure that the necessary practical arrangements are made to attend the required study leave course, conference.

Where appropriate, applicants must be able to state the manner in which they will pass on information to other interested employees, eg: write a report, lead a seminar, group discussion etc. This to be agreed with their line manager.

5.2 Guidance for Individual Applicant

In addition to 5.1 above, the applicant will be responsible for:

- Discussing and agreeing development with line manager
- Accurate, timely and full completion of the Study Leave Form, see Appendix 3
 - If study is overseas, use the Overseas Study Leave Form, see Appendix 4
- Booking a place on the course, once approval is given, unless other arrangements have specifically been made
 - **NOTE:** If this is internal mandatory training, or training through the Learning Directory, the place must be booked by the line manager using the electronic HR system
- Payment of fees on enrolment, unless written authority has been issued by the appropriate manager that an invoice may be submitted to Creditors Section
- Payment to the learning establishment for the percentage of any fee for which the organisation has not agreed to be invoiced
- Informing all those who should be notified of impending study leave absence
- Informing line manager of any non-attendance at training
- Alerting line manager at the earliest opportunity of any issues or concerns with regard to their course of study
- Joint completion of the claim for reimbursement of study support expenses within the agreed timeframe and submission to Payroll using the e-expenses system
- Notifying their manager of examination results or course evaluation and intended application of learning
- Where appropriate, pass on information to other interested employees, e.g. write a report, lead a seminar, group discussion, etc.
- Where appropriate. their individual contribution to fees in line with the Financial Guidelines and Process for Study Leave – Appendix 2

5.3 Guidance for Managers

In addition to 5.1 above, the manager will be responsible for:

- Discussing and agreeing the learning, education or training with staff member, in line with the Learning and Development Strategy and Framework
- Checking the study leave form has been fully completed, and signed, including an estimate of costs
- Send confirmation letter to staff member, see proforma at Appendix 5, to include:
 - funding level and repayment terms
 - commencement date; completion date
 - supporting statement, outlining planned application of learning

- Ensuring, where work cover is required, that this is co-ordinated in advance and that all relevant parties are aware of any impact on service provision
- Joint completion of the claim for reimbursement of study support expenses within the agreed timeframe and submission to Payroll - using the e-expenses system
Managers must book Mandatory Training and any Learning Directory courses, directly through the electronic HR system for the applicant. All other course bookings and arrangements should be made by the Individual applicant
- Authorising signature on completed Study Leave Application Form
- Where appropriate, ensuring repayment of fees due in line with Financial Guidelines and Process for Study Leave – Appendix 2
- Review of intended outcomes from the study leave, including personal development of staff member , impact on the service and sharing of learning

6. EQUALITY AND DIVERSITY

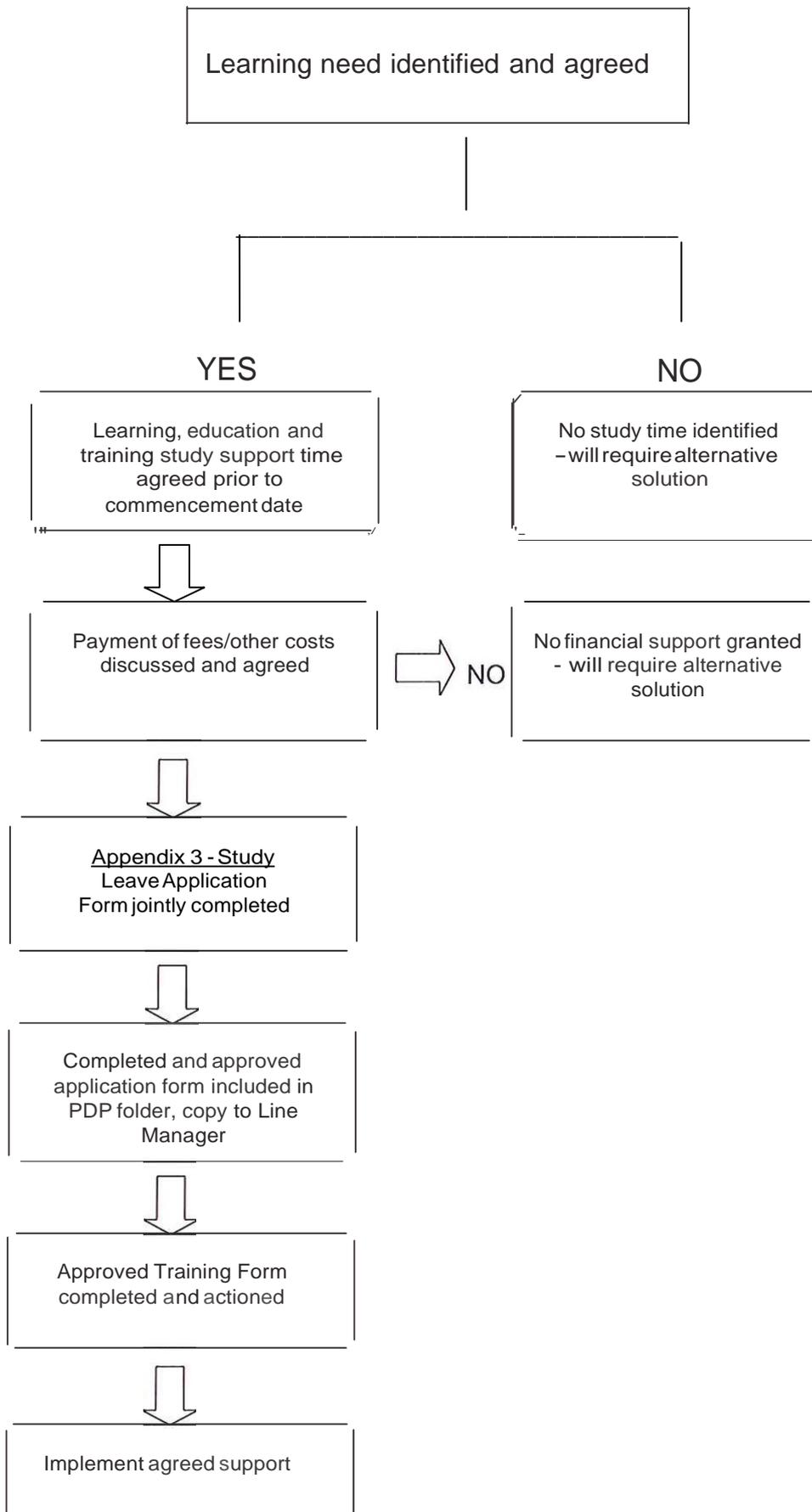
NHS Dumfries and Galloway is committed to equality and diversity in respect of the nine protected characteristics defined by age, disability, gender (including transgender), gender reassignment, marriage and civil partnership, maternity and pregnancy, race/ethnicity, religion/faith and sexual orientation.

Any staff member who has specific needs should discuss these directly with the trainer, their manager of the Learning and Development Team.

All staff have equal access to both internal and external learning opportunities.

Additional requirements will be accommodated as required.

STUDY LEAVE PROCESS – FLOWCHART



Financial Guidelines for Study Leave

1. PROPORTION OF SUPPORT - STUDY FEES, TIME, TRAVEL & SUBSISTENCE

Where study leave takes place on a site other than the applicants base and where travel, accommodation & subsistence costs are incurred, the individual is entitled to reimbursement, as advised below, of their expenses.

Reimbursement of fees for authorised short coursed, seminars, conferences and events can include a contribution from the individual where they choose to self fund in agreement with their line manager. The manager can agree a percentage contribution, and if required, repayment of the individual's contribution can be made by agreed monthly payments through payroll deductions.

This contribution may be a proportion of the total cost of study leave, or a proportion of one or more of the elements that make up the total cost ie: course fees, study time, travel, accommodation, books/equipment and subsistence.

1.1 General guidance: linked to the organisation's levels of priority for learning and development, see Learning and Development Strategy, are:

Level of Priority	Description	Level of Support from training budgets	Other Funding Sources
Level 1	Organisation's Mandatory Training + Job specific essential qualifications and updates	100%	Not required
Level 2 (2a & 2b)	2a: Individual development required for current role 2b: Service improvement/change and role redesign	50 – 100%	May be able to access other funding sources to top up allocated support eg: <ul style="list-style-type: none"> • Department budgets • Endowments • Sponsorship • National Initiatives • Companies • Service Developments • Personal Contribution
Level 3	Career progression - Personal development not directly related to current role (including further education leading to a certificated qualification)	may contribute 25 - 50%	

1.2 The Board can re-claim costs: from staff who leave NHS Dumfries & Galloway, or course of study

- 100% of all training costs must be repaid to the Board if an employee fails to complete the course of study

- 50% of all training costs must be repaid to the Board if an employee leaves their employment within one year of completion of their qualification and 25% within 1-2 years.
- If an employee moves to another NHS Health Board within NHS Scotland, no cost recovery will be required
- Extenuating circumstances will be taken into account as appropriate
- The decision will be at the discretion of the employee's manager

1.3 **Medical entitlement** to study leave and support is governed as follows:

Consultants: Study Leave entitlement and support for Consultants employed in accordance with the 2004 terms & conditions (PCS (DD) 2004/2) can be found within this circular.

Specialty Doctor/Associate Specialist: Study Leave entitlement and support for middle grade doctors employed in accordance with the 2008 terms & conditions (PCS (DD) 2008/17), can be found within this circular.

1.4 **Trade Union Officers and Trade Union Events/ Conferences**

This section covers attendance at Society and Trade Union Courses and Conferences. Where courses are an integral part of trade union officer's training, then paid leave will be granted for attendance. This will also apply to local society courses and conferences where these will be of benefit to the organisation and employee.

Time off for trade union conferences for representatives does not necessarily have to be granted with pay. An employee wishing to attend a conference in the capacity of a local representative should approach the society or trade union for part of full payment of any fees incurred.

The decision is at the discretion of the employee's manager.

2. **RE-IMBURSEMENT RATES FOR - STUDY FEES, TRAVEL & SUBSISTENCE**

When claiming re-imburement, these are the rates:

2.1 **Travel Expenses**

- When on study leave the mileage rate payable is public transport rate/reserve rate (from 1 July 2013). For those with leased cars it is current rate payable for the Boards lease car.
- Passenger mileage can be claimed for those taking passengers using their own vehicles. If there are any lease car users within the group, the lease car must be taken (Lease car drivers cannot claim passenger mileage).
- All employees shall take the fullest possible advantage of available cheap fares for travel, including train and flights, and should notify as far in advance as possible
- If the journey **exceeds** 100 miles in total a hire/pool car must be used (except for those with leased cars). Further information/enquiries on how to book please contact: Transport Department, Crichton Royal Hospital, Extension Number 34253 or Direct Dial 01387 244253.
- Taxi fares will only be reimbursed when the public transport system is inadequate or when the journey is urgent. Receipts must be provided.

- Applicants may apply for their **hotel/train** expenses to be booked and paid for before the event. These requests must be at least **four** weeks before the travel date, to maximise the cost effectiveness of travel and accommodation, and must be submitted on the advanced payment memo (on the Hippo- finance-Payroll services-eExpenses Travel-Memo Template). If received within the 4 week timescale the expenses team will return without payment.

2.2 Accommodation Expenses

- **Commercial Accommodation:**

- Actual receipted cost of bed and breakfast up to a **MAXIMUM** of £55 per night (subject to the provisions of paragraph 18.3, of the Agenda for Change Terms and Conditions Handbook if this is exceeded for genuine business reasons).
 - (18.3) Where the maximum limit is exceeded for genuine business reasons (e.g. the choice of hotel was not within the employee's control or cheaper hotels were fully booked) additional assistance may be granted at the discretion of the employer.

- **Non-Commercial Accommodation** up to a maximum of £25.00 per night.

2.3 Subsistence Allowance

- **Daily Meal Allowances.** Over 5 hours away from office, but **MUST** include full lunchtime period of 1200 hours to 1400 hours, £5.00, if expenditure is more than would have been spent on meals if employee had been at their work base, i.e. only the difference up to a maximum of £5 is claimable. A receipt must be provided.
- **Evening Meal Allowance** (more than ten hours away from base and return after 7:00 pm) £15.00 - receipt must be provided
- **Over Night Stay Meal Allowance:** for 24 hour period a maximum of £20.00 meal allowance can be claimed in a 24 hour period. Receipts must be provided.

NOTES:

- **The maximum reimbursement that Dumfries & Galloway Health Board will reimburse staff is £75.00 per day. (£55.00 accommodation + £20.00 meal allowance per 24 hour period).**
- **Subsistence allowances will only be payable where no provision is made within the course or training facility for food and drink.**

- **Incidental Expenses Allowance**

- Incidental expenses and late night duties allowance are subject to income tax and national insurance contributions and will therefore only be payable through the pay roll.
 - Incidental Expenses Allowance per 24 hour period= £4.20.
 - Late Night Duties Allowance per 24 hour period= £3.25.

3. PROCESS FOR PAYMENT/REIMBURSEMENT - Study Fees, Travel & Subsistence

- All course fees that require to be booked in advance should be done so through PECOS and the procedure in Appendix 6 followed.
- On return from study leave, a claim should be submitted, using the e-expenses online system, for approval.

- All claims for travel, accommodation and subsistence must have proof of payment - receipts, attached to claim (or in a receipt envelope for online claimants or payments will not be made).
- The deadline for all claims is within 3 months following the study leave
- Payment will be made through normal monthly or weekly payroll arrangements

4. OVERSEAS STUDY LEAVE

4.1 Definition of Overseas Study Leave

For the purpose of this policy, overseas study leave is defined as for any of the activities listed below which are taking place outside of the UK.

- Courses
- Seminars
- Conferences
- Exams
- Participation in educational visits and study tours
- Teaching
- Research

This list is not exhaustive. However, the intention of this section is to provide clear guidance about support available to staff where formal time off or funding to support overseas study is required.

4.2 Eligibility

This applies to all staff, irrespective of profession or grade, who have a permanent employment contract with NHS Dumfries and Galloway. Locum staff are not normally eligible.

NHS Dumfries and Galloway will not normally fund overseas study leave more than once a year for any individual.

4.3 Procedure for applying for Overseas Study Leave

Applicants and Managers must follow the same procedures as in Section 5 of the Study Leave policy, with the following exceptions (and take into consideration the study leave entitlement applicable to medical staff):

- **Travel Insurance:** Travel insurance for overseas study leave purposes is the responsibility of the individual, not that of NHS Dumfries and Galloway
- **Self Funding:** Where an individual offers to self-fund travel and other costs associated with overseas study leave, NHS Dumfries and Galloway may use discretion to award paid leave. However, self-funding must be at the individual's request and not at the request of the line manager.

Likewise, when individuals offer to attend NHS Dumfries and Galloway funded overseas study in their own time this can be approved as long as it is at the individual's request.

- **Extending a period of Leave:** If an applicant wishes to extend their leave to include a period of annual leave they may do so, subject to the exigencies of the service, and line manager approval. However, the costs borne by NHS Dumfries and Galloway must not exceed that which would have been borne for the overseas study leave alone.
- **Authorisation:** Full details of course/ event/ fees/ travelling arrangements must be

attached to the study leave form when passing to the line manager. It is at the manager's discretion if the study leave request is authorised.

- **Processing Time:** If applying for hotel/ travel arrangements to be paid before the event. The request must be made at least **eight** weeks before the travel date and must be submitted on the advanced payment memo (on the Hippo- Finance- Payroll services- eExpense Travel- Memo Template).
- **Expenses:** Should be submitted online, or on paper as per section 5 of the study leave policy. It is advised that the most cost effective travel/accommodation options are considered.

Study Leave Policy - NHS Dumfries and Galloway
DUMFRIES AND GALLOWAY HEALTH BOARD
PROFESSIONAL STUDY LEAVE – APPLICATION AND AUTHORISATION

NOTE: This form should be completed in full **FOUR WEEKS** before the start of the study leave within the UK, and at **LEAST EIGHT WEEKS** in the case of overseas study leave. **Copies to: 1) Applicant 2) Head of Department 3) Travel & Car Lease Dept.**

SECTION A (To be completed by the applicant and submitted to Head of Department)

Please Print

Surname: _____ Forenames: _____

Pay No: _____ Job Title: _____

Base: _____

Leave Dates: _____ Total No. of days: _____

Details of Course

Course Category (see Study Leave policy/Guidance): _____

Course Title: _____

Nominated By: _____

Provider: _____

Location: _____

Has a course place been provisionally booked **Yes/No**
Are course fees required in advance **Yes/No**
(If yes, registration form must be attached with authorised memo)

Estimated Costs	£	p	Comments
Course/Study Fee			
Travel			Car/Bus/Train
Subsistence			Dates: (Max £75 per day)
Other			
Total			

Signed: _____
Applicant

SECTION B (To be completed by Head of Department/Budget Holder)

DECISION (*Delete where not applicable) Ref. No: ____/____/____

Leave of ____ day(s) from _____ to _____

Approved/not approved* With/without pay* With/without expenses*

***Reason for non approval:**

.....

I confirm the above leave is consistent with the needs of the service and is suitable/appropriate for the applicant.

Financial Code: _____

Print Name: _____

Signed: _____ Head of Department

Print Name: _____

Signed: _____
Budget Holder/Approving Officer

SECTION C (To be completed by Travel/Car Leasing Department)

Course Fee

Payee	Amount	Financial Code	Date Paid	Initials

Course Expenses	Amount	Financial Code	Date Paid	Initials

Authorisation of Overseas Leave**Details of Applicant**

Name:	Pay Number:
Designation:	Clinical Division/ Locality:
Work Address:	Department:
E-mail Address:	Work Phone No:

Details of Overseas Leave

Purpose of study leave (e.g. attending conference, presenting paper, teaching):	
Other relevant information about your application, including benefits to you and patient care:	
Start Date:	End Date:
Total duration of leave including travel time:	Location(s) to be visited:

Estimated Funding request from NHS Dumfries and Galloway

Course/ Event Fees:	£
Travel:	£
Subsistence:	£
Other:	£
Total Funding Request:	£

External Sponsorship/ Other Sources of Funding

It is important NHS Dumfries and Galloway and its employees maintain strict ethical standards in the conduct of NHS business and are protected from allegations of conflict of interest, acting improperly or breach of impartiality. For guidance please refer to the Code of Practice on Standards of Business Conduct and Acceptance of Gifts and Hospitality for NHS Dumfries and Galloway Employees.

Are you being sponsored to attend the event? Yes/ No

Are you receiving funding from any external source? Yes/ No

If you answered yes to either of the above, please give details below. Estimated funding **must** be noted irrespective of whether this is in cash or kind e.g. travel tickets or vouchers.

Funding Source/ Provider:	
Course/ Events Fees:	£
Travel:	£
Accommodation:	£
Subsistence:	£
Other:	£
Total Sponsorship/ Other Funding:	£

Study Leave granted within the last 3 years

Overseas:
Within the United Kingdom/ EU

Payment of Fee

Do you require NHS Dumfries and Galloway to send a cheque in advance to confirm booking of course/ event?

Yes/ No (if yes, please attach completed booking form)

I hereby make application for overseas leave with expenses as detailed above I undertake to provide a written report as required. I note that travel insurance is my responsibility.

Data Protection: To enable your application to be processed, personal data provided on your application form will be entered onto the NHS Dumfries and Galloway computer training records. At all times use of this data will be strictly in accordance with the principles laid down by the Data Protection Act 1998.

Applicant's Signature: _____

Date: _____

Part 2

To be completed by the applicant's Clinical Director, Associate Director, General Manager or Executive Director as appropriate.

Is this application supported? Yes/ No

Comments:	
Signature:	Name (please print):
Designation:	Date:
Location:	

Part 3

To be completed by:

- Medical Director (for Medical, Dental, Senior Scientific staff only)
- Director of Nursing (for AHP, Nursing and Midwifery staff only)
- Director of Organisational Development for all other staff

Is this application supported? Yes/ No

Comments:	
Signature:	Name (please print):
Designation:	Date:

For Travel use only	
Application received:	
Considered by Executive Director:	
Applicant/ Manager notified:	
Finance notified:	
Data input:	
Subject code: XCONF/ XCRSE Leave type: OSEAS	

Appendix 5

Name of Staff Member:

Your Dept:

Address & Contact Details:

Date:

Dear

Re: Study Leave Request

I am writing to approve your study leave request, in line with your Personal Development Plan (PDP), and to confirm the level of support agreed with you.

	DETAILS/TOTALS	SUPPORTED	EMPLOYEE CONTRIBUTION
Course/Study etc Title			
Venue			
Date/s			
Number of Days study			
Cost & contributions from funders and employee: ie:			
Course Fees			
Travel			
Accommodation			
Supporting Materials			
Subsistence			
Incidental Expenses			
Total:			

As agreed, the expected benefit from this supported study is:

You will apply this learning by:

You will share your learning with:

By date:

Study Leave Policy - NHS Dumfries and Galloway

The following paragraph/s to go in if appropriate for the study leave being approved:

As discussed, there is a repayment policy should you not complete the course, or if you leave the organisation in less than two years of completing the course; as follows:

- 100% of all training costs must be repaid to the Board if an employee fails to complete the course of study
- 50% of all training costs must be repaid to the Board if an employee leaves their employment within one year of completion of their qualification and 25% within 1-2 years.
- If an employee moves to another NHS Health Board within NHS Scotland, no cost recovery will be required
- Extenuating circumstances will be taken into account as appropriate
- The decision will be at the discretion of the employee's manager

As discussed, your contribution will be paid in the following way:

-
-

Could you please sign and return one copy of this letter, to confirm your agreement to the content of this letter.

I wish you well with your studies and will review progress with you as per your PDP.

Yours sincerely

Manager Signature:

Manager Name and Job Title:

Employee Signature:

Employee Name and Job Title:

Course/Event Booking Guide

There should be a minimum of 10 working days between the date the order is placed and the date that the course commences or the closing date for applications whichever is earlier

Get approval to apply for the course from your line manager

If you have an invoice already you don't need to raise a confirmation order on Pecos, just get an approved person to sign the invoice and state which cost centre should be charged and **send to Creditors, High South, Crichton Hall**



Check Pecos to see if the company is available for you to use



Not visible on Pecos



Complete a 'new supplier form' following its guidelines and sent to the **Procurement dept, Cairnsmore East, Crichton Hall**. They will advise you when the company are available



Visible on Pecos



Raise the order on Pecos as a non catalogue order, completing and attaching any forms that the company require as external attachments. (The account code you should use is **4037** – course fees)



If you haven't had the Invoice within a few working days check the progress with the course provider



Send the invoice as soon as possible to: **Creditors, High South, Crichton Hall**

If your purchase order number isn't stated on the invoice please write it on

If the cost of the course has to be met from endowments, it must be paid from your department budget in the first instance and an endowment fund signatory must notify management accounts to request that the cost can be recharged.

This should be done by email quoting: order number, course provider, name of the person attending the course, the cost, date of course, cost centre for credit and the endowment fund reference.

Once the transfer has been carried out, management accounts will copy the email to the endowment accountant advising the journal number.

If the member of staff has to make a contribution to the course then the 'Sales Invoice/Credit Request Form' should be completed and sent to: Audrey Wells, Credit Controller, Finance Dept, High South, Crichton Hall

If the course is cancelled or the member of staff doesn't attend, then it is up to the person who raised the order to negotiate any credit due.