

Curriculum Study Leave Policy

Appendix – Leave Manager budget increases



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Notes about this document

This document is published by:

The Faculty Support Team
Health Education England, working across the East Midlands

It applies to **all doctors** on **Core, Higher and Run-through** training programmes and claiming expenses for study leave activities in the East Midlands region.
It **does not** apply to those in Dental or Public Health training programmes, or those who are not in training programmes/placements with HEE East Midlands.
It also **does not** apply to Foundation doctors training in the East Midlands; the Foundation School already has a process in place to support this.

This document is an appendix to the main CSL policy.

Hard copies are not provided and should be avoided. All amendments will be published online on our [website](#).

Updates from previous versions

February 2020

- New document

We're here to help

We hope that you find this document clear and informative. It is designed to help all those involved in Curriculum Study Leave; we understand that junior doctors are busy and have many conflicting demands, so we try to make CSL as straightforward as possible.

We welcome feedback so if you'd like to provide some, please email us. Please don't hesitate to contact us in the event of a query – we're here to help!

You can email us at CSL.EM@hee.nhs.uk.

Thank you.

The policy

Introduction

As you are no doubt aware, and as detailed in the Study Leave Policy (available on our website, www.eastmidlandsdeanery.nhs.uk/policies/study_leave), access to financial support for study leave is uncapped as part of the Enhancing Junior Doctors' Working Lives initiative by Health Education England.

However, you may not be aware that there is an overall budget managed by Health Education England for study leave, which equates to roughly £734 per full time equivalent (FTE) hospital-based Secondary Care post.

In order to balance our desire to support junior doctors with the need to offer fair and equitable support to *all* of our junior doctors, the Postgraduate Dean has asked the Heads of Schools to review any requests that would take a doctor's *overall* spend over £1000 for this academic year.

To be clear, this is not intended to restrict your access to study leave and financial support, nor does this indicate an individual 'budget' for junior doctors. The purpose is to ensure that funding is being used appropriately in line with the national policy agreed by HEE Deans (<https://www.hee.nhs.uk/our-work/doctors-training/study-budget-reforms>).

We recognise that some specialties will require a greater proportion of the budget than others, some curriculum stages will require a greater proportion of the budget than others, and some competences can only be safely acquired/demonstrated through higher-cost courses; your Head of School will take these into account when reviewing your request, and we will continue to support any activities that are fit for purpose and provide both quality and value for money, regardless of cost.

How will I know that I'm going over/close to my budget review threshold?

Once you've logged into your Leave Manager account (at www.intrepidv10.co.uk/HEE), go to Leave Entitlements (under the LEAVE MANAGER tab on the left-hand side). Look for the current training year (this will normally be at the top of each section).

The system will also prevent you adding expenses to your leave request that would take you over your currently uploaded budget.

What do I need to do?

If you have reached your budget threshold, or know that your planned activities will take you over this amount, please complete the form on our website:

https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave/International_Leave_and_Budget_Increases

or scan the QR code to the right using your phone.

For auditing purposes, all requests *must* be submitted prospectively through the International Leave and Budget Increases form; we cannot accept email requests.



HEE East Midlands CSL Policy appendix – Leave Manager Budget Increases

Requests should be submitted with at least 8 weeks' notice where possible, to ensure appropriate administration and approval time.

What happens next?

On a weekly basis, the HEE East Midlands CSL Team will provide a report to your Head of School with all the budget increases requested in your School, using the above information. We will also provide a report on your study leave and expenses claimed for the past three years to help inform your Head of School's decision.

Once we receive a response from your Head of School, we will contact you with the outcome and update your Leave Manager account as appropriate. This will include adding the request manually to Leave Manager if the activity date has already passed when we receive approval from your Head of School.

Questions

As always, if you have any queries about this policy or any other aspects of study leave in the East Midlands, please don't hesitate to contact us at CSL.EM@hee.nhs.uk.