

# Accent Leave Manager – Applicant guidance



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# **Getting started**

All applicants that have an active programme with NHS England will have an **active Accent Leave Manager account 8 weeks prior** to their programme start date. The email address linked to the account is the same as the **registered email in TIS** (Trainee Information System). The account will remain active for 8 weeks from the programme end date.

# 1. Accessing the system

To access the system simply use your registered email address and the Forgotten password option on the site (<u>https://accent.hicom.co.uk/Portal/Live/Web/</u>).

If you have not received the login details or your email needs to be updated, please contact <u>england.studyleave.em@nhs.net</u>.

Please ensure to check your junk/spam folders for the email.

# 2. Password complexity

Once you have accessed the account you can update your password. This must contain 8 characters with at least one of each of the following in any combination:

- An upper case letter
- A lower case letter
- A numeric digit e.g., 0-9
- A special character e.g. !,#,%

# 3. My Notifications

The My Notifications section allows you to access messages and alerts which have been sent to you.

- Notifications related to leave applications
- Notifications related to leave approval or rejection

Welcome	,	1 70	
	X	Unread: 13	
	$\times$	Unprocessed: 0	

Most messages in Accent will include a link to the application to which it refers.

# 4. Requesting study leave

After logging, you'll see your Dashboard which shows a summary of your applications. On the left hand side is a menu which can be pinned. Go to Leave Manager, Applications then My Applications.

	Home				
🗙 Unpin menu					
Notification	Unread	Submitted	Draft C		
🗮 Leave manager 🧳	∧ <b>13</b>	3	2		
Applications 4					
My applications					
Expenses	<ul> <li>Pry leave application</li> </ul>	ations			
My entitlements	Drag a column hoa	dar and drap it hara t	a group by		
My budgets	Submitted date	ider and drop it here t	Start date		
	H.	T			
		,	2/04/2021		
	20/03/2025		27/03/202		
	20,00,2020		277 007 202.		
My Applications           Leave Type         T         + s           Study         02,           International         28,	Start Date         Y         End Date           /04/2025         02/04/2025         02/04/2025           /03/2025         28/03/2025         28/03/2025	T Event		Number of d	Leave applicat Draft Draft
asterisk.					
Application form					4
Leave details					
Applicant		Start da	e* 28/03/2025	End date*	28/03/2025
Leave type* Study		V Number requests	d*		
EMD/RWEAE/007/HT/017 (In Post) Specialty Training Year 6	Glenfield Hos Cardiology	pital	05/02/2	025 - 06/05/2025	
Start by putting in to or use the calenda	the <b>Start Date</b> an Ir button to pick th	d <b>End Date</b> of e dates.	of your study le	ave. You ca	n type these in,
The Number of Da	iys field will autor	natically pop	ulate with the	number of c	lays between
the start and end o	late. If you don't r	need to claim	study leave tin	ne for any or	all of this

period, you can manually change this. So if you're only working for one of the dates, and therefore only need one day of study leave, you can change the number of days to '1'. If you're not working for the whole period and don't need to claim any study leave, **change number of days to '0'**.

Your post for the period of leave will be displayed automatically. If you're working in more than one post for any reason, select the appropriate post for the period of leave. If your post is missing, or the details are not correct, you will **need to contact the NHSE East Midlands Programmes Team**. Depending whether you're in Foundation, General Practice, or any other specialty, there is a different email address:

Secondary Care: <a href="mailto:england.secondarycareprogrammes.midlands@nhs.net">england.secondarycareprogrammes.midlands@nhs.net</a>

Foundation: england.foundationprogrammes.em@nhs.net

General Practice: <a href="mailto:england.gpprogrammes.em@nhs.net">england.gpprogrammes.em@nhs.net</a>

Once you've provided your leave dates, and have a post selected for that period of time, you'll need to choose your leave type.

- Private Leave is only for private exam revision, where no expenses are claimed.
- Exam Leave is only for attending exams.
- International Leave is for all international activity (does not apply when attending virtually).
- Study Leave is for all other activities.

Leave details				
Applicant			Start date*	03/04/2025
Leave type*	~		Number of days requested*	1
	Study	$\leq$		
EMD/RWEAE/007/HT/017	Exam			
Specialty Training Year 6	Private			
	International			

Once you're happy that the dates and type of leave are correct, click Save.

You'll be prompted to confirm that these details are correct. Once you click Ok, you won't be able to edit the dates, number of study leave days claimed, or type of study leave, so make sure you have the details correct.

After you click Ok, the Event details section will appear. Here, you'll be able to see your current entitlements for your reference, as well as complete the details for the activity you're applying for leave to attend. Event details ✓ Course reference Event\* My event does not appear in the list Venue + Provider Event name Website Entitlement type Supporting information Document upload + Add file(s) Select files...

Click on the Event drop-down to see a list of approved Events for your training programme and grade at the time of your leave.

Event details	
<b>Event</b> My event does not appear in the list above Aspirational event name Entitlement type Document upload	General: Cardiac Morphology Course Paediatrics: British Association for Paediatics logy (I Paediatrics: Commonwealth Association of Paedia c Gasti Paediatrics: European Soc. for Paediatric Gastroenterology Paediatrics: European Soc. for Paediatric Gastroenterology Paediatrics: European Society for Paediatric Endocrinology Paediatrics: European Society for Paediatric Nephrology (E Paediatrics: International Pediatric Nephrology Association Paediatrics: Lower GI endoscopy course Paediatrics: Upper GI endoscopy course Test non-approved event DROP FILE(S) HERE TO UPLOAD
	Select files

If you select a curricular or curricular support activity from the drop-down list, this will only require the approval from your rota approver (and GP Programme Office – GP only). Any discretionary activity will require additional approval from your TPD. Any application with expenses above £1000 will go to your Head of School (Secondary Care only) for approval and any international leave activity will also include the Associate Postgraduate Dean in the approval chain.

If your activity is not in the in the list above"	pre-approved list, click the toggle for "My event	does not appear
Event details		
Event		~
My event does not appear in the list above	Yes	
Event name*		•
Entitlement type	Discretionary	

You'll see that the Event dropdown is no longer available, and you can complete the Event Name field. You'll see that toggling this changes the Entitlement type to Discretionary. If you select a preapproved event, then the Entitlement type will update to either Curricular or Discretionary, depending on the event you've chosen, as specified by your training programme. It is important that you select the **appropriate activity or enter the correct name** for the activity you are applying for. Please also use the **Supporting Information** box to enter any relevant details – for international leave this must be populated to avoid delays in approval.

You can also choose to upload any relevant documents to your leave request, but this is optional. Note that for any discretionary leave it is useful to include information for example if you are **presenting at a conference**. For **international leave** please ensure that you **attach a programme** for the event and include any links and details of the event in the application

Scrolling down, you'll see the Cover & Authorisation section. The Person covering, Educational Supervisor and Rota Manager fields are optional, but you must check to confirm that you've checked that another member of your department is not on leave. Another member of your department being on leave does not prevent your application being approved, but you should consider the availability of your colleagues to provide patient care when determining when to take leave.

Cover & authorisation		-
Person covering		Comments
Educational supervisor		
Rota manager		
Have you checked that another member of your department is not on leave?*	No	
Self Declaration *		
<ol> <li>I have read my local NHS England Stuar application is complete and correct.</li> <li>I have discussed the application with n attendance/completion of this activity</li> <li>For international leave - I have attached</li> </ol>	dy Leave policy and confirm that the information provided in this ny Educational Supervisor and they are supportive of the d a programme for the event	

Please note that all study leave applications should be discussed with your Educational Supervisor prior to submitting them. They should also be included in your PDP. The full Study Leave policy can be accessed here:

www.eastmidlandsdeanery.nhs.uk/policies/Study\_Leave/Mainpage.

Scrolling further down, you'll find the Expenses section. To add expenses, click on the Add button. You can also enter your ESR Number which is saved for any future applications.



A window will appear for your to enter your expenses. First, choose the appropriate type of expenses from the dropdown. Remember that **fees cannot be claimed for exams** – only for Courses and Conferences.

Complete the Estimated cost. If you're unsure, just make your best guess, and you may want to overestimate rather than underestimate to avoid any issues claiming later. When

<pre>systems type = typ</pre>	Expense details						
Expense details	Expense details						_
Expense type subsistence subsistence type and authoritation pending status authoritation pending status authoritation pending status authoritation pending status active status activ	•						~
<pre>istimated cost claimed date istus Active istus Active istate Active istus Acti</pre>	xpense type	Subsistence	~	Expense authorisation state	Pending		
And a date status statu	stimated cost	0	•	Reference			
Expense files uploads Expense files uploads Expense files uploads Select files u'll see that your expense now appears in the Expenses section. Click Add to enter ditional expenses, until all of your planned expenses for this activity are recorded.	laimed date			Ctatus	A shi ve		
Expense files uploads Expense files uploads Expense files uploads Select files u'll see that your expense now appears in the Expenses section. Click Add to enter ditional expenses, until all of your planned expenses for this activity are recorded. Ses The Expenses for this activity are recorded. Set the Expenses for the Expenses				Status	Active	~	
typense files uploads: Select files UPOP FILE(9) HERE TO LIFLOD Select files U'II see that your expense now appears in the Expenses section. Click Add to enter ditional expenses, until all of your planned expenses for this activity are recorded.	Expense files uploa	ds					~
<b>a</b> Add file(s) <b>b</b> Properties(s) Here TO UPCADE <b>Select files a</b> Vill see that your expense now appears in the Expenses section. Click Add to enter ditional expenses, until all of your planned expenses for this activity are recorded. <b>a b b c b c b c b c c c c c c c c c c</b>	Expense files uploads:						
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Select files         u'll see that your expense now appears in the Expenses section. Click Add to enter ditional expenses, until all of your planned expenses for this activity are recorded.         uses         ense Type       ▼         estimated cost       ▼         o       ○			DROP F	FILE(S) HERE TO UPLOAD			
u'll see that your expense now appears in the Expenses section. Click Add to enter ditional expenses, until all of your planned expenses for this activity are recorded.		Select files					
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u'll see that your expense now appears in the Expenses section. Click Add to enter ditional expenses, until all of your planned expenses for this activity are recorded.						🖺 Save 🗙 (	Cancel
rou need to leave your application part way through, you can click the Save button to ve a draft of your application. Please note that <b>this does not submit your request</b> a save an application in your drafts, you must go back and submit it before the activi- ties place, or your leave and expenses will not be approved.	ense Type	7 Estimated cost	7 Comments	V Number of associa	ted documents	▼     Status	
you need to leave your application part way through, you can click the Save button to we a draft of your application. Please note that <b>this does not submit your request</b> a save an application in your drafts, you must go back and submit it before the activi- tics place, or your leave and expenses will not be approved.	,	£100.00		0		0	
ave Application.		your applicat	ion. Please our drafts,	e note that <b>th</b> i you must go	<b>s does not</b> back and su	s <b>ubmit yo</b> ubmit it befo	<b>our request</b> – ore the activity
xpenses	ve a draft of u save an a kes place, or nen your ap ave Applica	vour leave a plication is co	nd expense mplete and	l you're ready	approved. <sup>r</sup> to send it f	or approva	l, click Submit
	ve a draft of u save an a les place, or nen your ap ave Applica	vour leave a plication is co	nd expense	l you're ready	approved.	or approva	l, click Submit
+ Add 🔋 Delete 🖓 Reset filters 🗎 Export to Exce	ve a draft of u save an a es place, or nen your ap ave Applica	vour leave a plication is continued to the second s	nd expense	l you're ready	approved. to send it f		I, click Submit
Expense Type $\overline{\gamma}$ Estimated cost $\overline{\gamma}$ Comments $\overline{\gamma}$ Number of associated documents $\overline{\gamma}$ Status $\overline{\gamma}$ $\overline{\gamma}$ Fees - Courses/Conferences       £100.00       0       0       0       0       0	ve a draft of u save an a es place, or nen your ap ave Applica cpenses Expense Type Fees - Courses/Conferen	vour leave a         plication is contion.         V         Estimated cost         £100.00	mplete and	Vumber of associa	approved. to send it f + Ac ted documents	or approva	I, click Submit

#### 5. Messages

Applicants can message their leave approvers where the leave approver is at a pending state of the application.

A message icon appears next to the leave approvers name which allows for a message to be composed.



Once you select this, a box will appear allowing you to type your message and send.

									_
💌 Message	e								
Message subject Message bo	dy								7
Format	✓ Font	* Size	- B I	<u>U</u> -S-×₂×	a 💰 <u>I</u> x   -	* * =	± ±	≡	
							Send	d × Cancel	
	_	_	_	_	_	_	_	_	

# 6. Checking entitlements and budgets

Study leave days entitlements can Notification Unread Submitted be found under My Entitlements Applications messages and budgets can be found under My 13 🗮 🛛 Leave manager 3 ~ Budgets. Applications Expenses  $\sim$ My leave applications My entitlements My budgets Drag a column header and drop it her Submitted date Ħ

Here, you will see all your entitlements, what leave types they apply to, the start and end date of each entitlement, and what the total entitlement of days is. Be aware that this is the total entitlement for this period, not necessarily what you still have available.

▼	Ţ	↓ (▼)	↓ (▼	T
Leave Type	Entitlement Type	Start Date	End Date 2	Entitlement
Study, Exam, Private, International	Discretionary	01/10/2023	30/09/2024	10
Study, Exam	Curricular	01/10/2023	30/09/2024	20

If you click on the individual entitlement you want to view you can see further details on the remaining days. You can also see all applications that are coming from this entitlement, as well as the approval status for each.

Person's entitlement											^
Person				V							
Leave Types	International	Private × Exam ×	Study 🗙		Status		Active				~
Entitlement type	Discretionary			~	Entitlement start da	te	01/10/2	023			
					Entitlement end date	e	30/09/2	024	<b>—</b>		
Entitlement days	10				Entitlement remaining	20	10				
Unlimited	O No				2110101101101101101101						
Approved entitlement days taken	0										
Entitlement days pending approva	0										
											× Cancel
Related Applications											~
											s 🔒 Export to Excel
Υ.		T	T		T		T		Υ.		T
Start Date	End Date	Leave Type		Entitlement Type		Event Name		Total Days		Approval Status	
				No reco	rd found						
H ∢ (0) ⊨ H 20	No items to display Č										

The same applies to budgets, going into the individual budget record will show you details of related expenses and leave types associated to the budget.

Person's budget								^
Person			7					
Leave Types	Study × Exam × International ×		Status	Activ	e			~
Budget amount	600		Budget start d	02/10	/2023			
Unlimited	No		Budget end da	te 30/05	/2024			
Approved budget used	£0.00		Budget remain	ing £600.0	D			
Budget amount claimed but awaiting	£0.00							
authorisation								× Cancel
Related Applications								~
							🕅 Reset filters 🔒 E	Export to Excel
<b>T</b>	т	T	T		т	T		T
Start Date End Date	Leave Type	Entitlement Type	Event Name	Estimated Expenses	Authorised Expe	enses	Approval Status	
			No record found					

# 7. Managing existing applications and expenses

Once you have submitted your application, you can find a list of your applications in the 'My Application' tab in the left hand side menu.

The page will show you a list of applications, with details of the application dates, activity name, number of days requested and the application state.

		My Applications													
Notification	~												+ Add 💼 Delete 💡		🗎 Export to Exce
🔜 Leave manager	^	Leave Type	Ŧ	↓ Start Date	Ŧ	End Date	Ŧ	Event	Ŧ	Application date	Ŧ	Number of d <b>T</b>	Leave application state <b>T</b>	Status T	Select
Applications	^	Study		04/04/2025		04/04/2025						1	B Draft	0	
My applications		Study		03/04/2025		03/04/2025						1	Draft	0	
Expenses	$\sim$	Study		02/04/2025		02/04/2025						1	Draft	0	
My entitlements		International		28/03/2025		28/03/2025						1	Draft	0	
My budgets		Study		28/03/2025		28/03/2025		test oso		20/03/2025		1	Pending	0	
		Study		27/03/2025		27/03/2025		test oso 2		20/03/2025		1	Rejected		
		International		21/03/2025		21/03/2025		test		28/02/2025		1	Pending		
		Study		13/03/2025		13/03/2025		test		28/02/2025		1	@ Approved	0	

You can check the approval stage by going into the individual request. Pending icons will show you at which stage the application is in the approval chain. You will know which stage the approvers are pending as there is a **purple circle next to the approvers** name and a message icon. Note that the **pending approvers need to action the application before it becomes visible to the next approver in the sequence**.

Approval chain									
Sequence 50 😰		Sequence 60 😰							
Rota approver (KSA) No comments	0	TPD (KSA) No comments							

Please note that you cannot edit the details of the application once it is submitted. To change the number of days on the application or update the expenses on the application please contact your local Study Leave coordinator at the Trust or GP Programme Office, their contact details can be found on the website

(www.eastmidlandsdeanery.nhs.uk/policies/study\_leave/GettingSupport).

If you need to amend anything else, please cancel the application and resubmit. To cancel the application, go to the application itself and scroll down to find the **'Cancel application'** option. Each cancellation request needs to be actioned by your leave approvers.

Once you have submitted your estimated expenses with the application, you can find a list of your expenses in the 'My Expenses' tab.

		My Expenses							
Notification	~								7 Reset
🔜 Leave manager	^	Expense Type	↓ Start Date ▼	End Date 🔻	Estimated cost 🔻	Claim c 🝸	Authorised amount T	Expense authorisation state	Application Status
Applications	$\sim$	Fees - Courses/Conferences only	28/03/2025	28/03/2025	£100.00	£0.00	£0.00	Draft	🛱 Draft
Expenses	^	ferences only	28/03/2025	28/03/2025	£50.00	£0.00	£0.00	Pending	Pending
My expenses		ferences only	21/03/2025	21/03/2025	£2,000.00	£0.00	£0.00	Pending	Pending
My entitlements		Fees - Courses/Conferences only	13/03/2025	13/03/2025	£100.00	£0.00	£0.00	Withdrawn	Approved
My budgets		Fees - Courses/Conferences only	07/03/2025	07/03/2025	£1,500.00	£0.00	£0.00	Rejected	Rejected
		Fees - Courses/Conferences only	04/03/2025	04/03/2025	£100.00	£0.00	£0.00	Pending	Approved
		Fees - Courses/Conferences only	18/06/2024	18/06/2024	£510.00	£0.00	£0.00	Pending	Approved
		Fees - Courses/Conferences only	11/03/2024	15/03/2024	£450.00	£0.00	£0.00	Pending	Ø Approved

The page will show you a list of expenses, with details of the application dates and amounts for the estimates, claimed and authorised amounts.

Please note that expenses are '**authorised**' once a claim has been processed after the event by the Trust or GP Programme Office. For details on the reimbursement process please contact your local Study Leave coordinator at the Trust or GP Programme Office, their contact details can be found on the website

(www.eastmidlandsdeanery.nhs.uk/policies/study\_leave/GettingSupport).

If you no longer wish to claim expenses for an activity, you can 'Withdraw' the expense. To do this, click on the relevant expense record and then click '**Withdraw**'.

Expense record	I		^
Expense type*	Fees - Courses/Conferences only	Status*	Active 🗸
Estimated cost* Claimed date Comments	100	Expense authorisation state Reference ESR assignment	Pending
		Expense files uploads:	+ Add file(s) DROP FILE(S) HERE TO UPLOAD Select files thdraw 🖺 Save & Back 🗙 Cancel

#### **Guidance and resources**

Further guidance and resources can be found on our website, please ensure that you familiarise yourself with the **Study Leave policy** available on the site before applying <u>www.eastmidlandsdeanery.nhs.uk/policies/Study\_Leave/Mainpage</u>