

EXAMPLE APPLICANT VIEW ON LEAVE MANAGER

IMPORTANT NOTES:

- You cannot apply for leave if you have no days.
- You cannot apply for more money than remains in your budget.
- If you have partial entitlement remaining, you should apply for what you can 'afford'.
- **Example:** You have 6 days and £300. You want 7 days and £350. **Apply for 6 days and £300.**

LOGIN TO LEAVE MANAGER:

<https://www.intrepidv10.co.uk/HEE>

- Under **LEAVE MANAGER**, click on Leave Entitlement

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HOME

YOUR PROFILE

Surname: **Test1**
Forenames: **Gerard**
Email address
PIN: **21174772**

NHS

GENERAL

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LEAVE MANAGER

Leave Application
Leave Manager
Leave Entitlement

ENTITLEMENTS:

- This shows whether you have entitlements recorded for you. It should look something like this (but it varies for trainees in different specialties/grades).

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LEAVE MANAGER - ENTITLEMENT

ANNUAL LEAVE ENTITLEMENT [BACK](#)

STUDY LEAVE ENTITLEMENT

<u>Start Date</u>	<u>End Date</u>	<u>Entitled (I/E)</u>	<u>B/F</u>	<u>Lieu</u>	<u>CR</u>	<u>Total (I/E)</u>	<u>Taken (I/E)</u>	<u>Remaining (I/E)</u>
06/08/2014	04/08/2015	30 (20/10)	0.00	0.00	0.00	30 (20/10)	4 (3/1)	26 (17/9)

STUDY LEAVE BUDGET

<u>Leave Year</u>	<u>Start Date</u>	<u>End Date</u>	<u>B/F</u>	<u>Budget</u>	<u>Total</u>	<u>Committed</u>	<u>Actual</u>	<u>Remaining</u>
2014/2015	06/08/2014	04/08/2015	0.00	500.00	500.00	67.25	0.00	432.75

PLEASE NOTE:

- The entitlement (30 days for most trainees) is split into two sections – Internal and External. You cannot apply for internal leave unless it is on the approved list. Any internal applications will be deducted from your 'Internal' allowance.

MAKING AN APPLICATION

- Click on **LEAVE APPLICATION**.
- A list of your posts should be displayed – like below.
- Click **APPLY** as necessary (choose the record that includes the date of your course).

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LEAVE MANAGER - POSTS

POST DETAILS BACK

To apply for leave, press the 'Apply' icon against the post to which your proposed leave applies. For posts where online approval is not available, a 'Closed' icon will be displayed.

Gastroenterology Apply

Lincoln County Hospital
CT1

Start date: Wednesday 06 August 14
End date: Wednesday 24 December 14

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LEAVE MANAGER

Leave Application
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- Fill in the fields shown below.
- Do this line by line – and make sure you complete each line before continuing.
- By choosing STUDY (Leave Type), as long as there is an approved list of courses for your School, this will be displayed further down the screen – see “Course Name”. This is a ‘STANDARD’ application.
- Choose a course from the drop down menu that appears.

LEAVE MANAGER - APPLICATION

PERSONAL/POST DETAILS

LEAVE DETAILS

Leave Applicant Guide

Leave type: **Study**

Submitted date: 15/08/2014

Person covering: Required field - type here

Ed. supervisor: Not required

Rota Manager: Not required

Comments: Comments here

Start date: 18/11/2014

End date: 20/11/2014

Number of days: 3

Have you checked that another member of your department is not on leave? **Yes**

I confirm by entering the name of my colleague that they understand and have agreed to cover my duties and responsibilities whilst I am on leave. I have also informed all relevant administrative staff of the name of my colleague who has agreed to cover.

Course name: **Communication Skills Course**

The event I wish to apply for is not on the approved list above. I therefore wish to apply for an Exception Application.

Course topic: _____

Course venue: _____

Course website: _____ e.g. <http://www.intrepidonline.co.uk>

Course provider: _____

Course name dropdown options:

- Advanced Life Support Course
- Communication Skills Course
- Local CMT training programme
- MRCP revision course (Part 2 or PACES)
- North - CMT Handbook (electronic induction document)
- North - CMT PACES Course
- North - CMT Skills Course (CT1)
- North - Interprofessional Learning Events
- North - Simulation Course

- If you want to apply for something that is not on the approved list, you can tick the box that says “The event I wish to apply for is not on the approved list above. I therefore wish to apply for an Exception Application”.
- **A full list of all courses (every School, every grade) will be presented. If you don’t want any of these, choose OTHER – which is at the top of that list, and then you will be able to type in the name of the course.**

name of my colleague who has agreed to cover:

Course name:

The event I wish to apply for is not on the approved list above. I therefore wish to apply for an Exception Application.

Exception course:

Course topic:

Course venue:

Course website:

Course provider:

Course name:

The event I wish to apply for is not on the approved list above. I therefore wish to apply for an Exception Application.

Exception course:

Exception course title:

Course topic:

Course venue:

Course website: e.g. <http://www.intrepidonline.co.uk>

Course provider:

APPROVERS

Approver

Gerard Test5

Gerard Test5

ENTITLEMENT

LEAVE HISTORY

LEAVE EXPENSES

- Add expenses as necessary – but make sure you click ADD. Do this even if you are only applying for one set of expenses against this application. If you do not, no expenses will be authorised.

LEAVE EXPENSES

No leave expense claims have been made for this application

Cost type:

Estimated cost (£):

Reference:

Comments:

 Add

	July	August 2014					September
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	28	29	30	31	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	1	2	3	4	5	6	7

 National Exam day
 Public Holidays
 Approved leave for this doctor
 Leave approved for other trainees under same Rota Manager

 Submit Application

 Cancel

SUBMIT APPLICATION (click ‘Submit Application’)

If it doesn’t allow you to submit the application, scroll up the screen to look for any error messages displayed. Make the corrections and click submit again. Queries? Check our website https://www.eastmidlandsdeanery.nhs.uk/policies/study_leave or email CSL.EM@hee.nhs.uk.