

**Guide to Study Leave Allowance
for Dental Core and Specialty Trainees
undertaking training in Thames Valley and Wessex**

Study Leave Allowance	
Grade	Dental Core Trainees Dental Specialty Trainees
Days per annum/pro rata	30 days * Trainees working less than full time are entitled to study leave on a pro rata basis * Scheduled teaching – study days are included within the 30 days
Study Leave Requests should be submitted 6 weeks in advance apart from Deanery scheduled teaching (study days) Retrospectively submitted requests will be automatically rejected	

Section 1 General Terms and Conditions

- 1.1 Study leave requests will be assessed by the Deanery staff and approved or rejected.
- 1.2 Prior to submitting a study leave request via Accent – Study Leave Manager, trainees need to ensure that study leave has been approved locally by Educational Supervisor and Rota Coordinator.
- 1.3 Trainees should refer to the appropriate study leave matrix (Core and Specialty Study Leave Matrices) for guidance on recommended study days and aspirational courses.
- 1.4 Study leave can be used for the following purposes:
 - Study leave is used automatically for periods of scheduled teaching (study days) organised by the Deanery.
 - Trainees are required to attend scheduled teaching (study days). Where a topic is covered through scheduled teaching, study leave will not be approved for external courses (unless under exceptional circumstances and only with prior discussion with your ES and TPD).
 - External courses, educational events, conferences, and associated travel expenses.
 - Conference attendance outside of the UK will only be considered if:
 - A trainee has attained their core curriculum competencies and received an ARCP outcome 1.
 - It is demonstrated that the event links to the relevant curriculum.
 - A trainee has had a paper accepted or will be delivering a presentation at the conference.
 - Only the conference fee at a trainee/delegate level will be funded.
 - Travel expenses for scheduled teaching (study days).
 - One examination preparation course (not interview preparation courses)
- 1.5 Study leave cannot be used for:
 - Royal College membership and e-Portfolio fees
 - Postgraduate exam fees and associated accommodation expenses
 - Any statutory and mandatory training required to fulfil a clinical role.
- 1.6 Study leave will be granted in accordance with trainee's Personal Development Plan (PDP) and the requirements of the curriculum.
- 1.7 Trainees on maternity leave can request study leave and this may be taken during 'keeping in touch' days or will otherwise accrue to be taken at a later date.

Section 2 Travel, Accommodation and Subsistence Expenses

- 2.1 Dental Trainees can claim travel and subsistence expenses for the events listed in Section 1.
- 2.2 Travel must occur on the date the event is scheduled.
- 2.3 Trainee must use the most cost effective transport means possible. The Deanery reserves the right to only reimburse the cost of the cheapest fare:
- By Car: Candidates will be paid at public transport rate of **30p per mile**. The shortest practicable route should be taken, and car parking fees will be reimbursed on production of receipts.
 - By Rail: Supersavers and standard class rail fares only. If possible, trainees should purchase tickets in advance to ensure this. Receipts for rail travel must include the date of travel and the start and finish locations. Credit card receipts are not sufficient.
 - By Taxi: Expenses will be reimbursed for short journeys only such as from the nearest train station to the venue where public transport is not practical, e.g. time of day. A receipt will be required.
 - By Air: Payment for travel by air must not exceed the total cost of travelling by public transport.
- 2.4 Request for reimbursement of overnight accommodation costs will only be granted for trainees who are travelling from a base destination (home, practice, hospital) more than 80 miles from the venue.
- Overnight costs will be reimbursed up to a maximum limit of £120.00 per night outside of London and £150 per night within London.
- 2.5 Subsistence (lunch and evening meal) can be claimed up to the amount of £20 per day. Subsistence **receipts must have the same date as the study day** and need to be uploaded to Accent –within 1 week of the event taking place.

Section 3 Study Leave Application Process

- 3.1 **All requests for study leave and estimated expenses need to be submitted via Accent – Study Leave Manager: <https://accent.hicom.co.uk/Portal/Live/Web/> and will be assessed and approved or rejected by the Deanery Staff.**
- 3.2 **Once the course has been attended, trainees need to go back to Accent and submit the actual expenses and upload receipts within one week of the course taking place.**
- 3.3 Once the study leave request and estimated expenses have been approved on Accent – Study Leave Manager, it is the trainee’s responsibility to inform their employer/Trust of the request and follow Trust policy on study leave expenses to ensure they get paid.
- 3.4 **Trainees will be reimbursed by Trust expenses pathway and need to fill in the relevant Trust Expenses Claim Form/submit e-Pay claim and provide the evidence of the actual expenses being approved by the Deanery. This can be done by taking a screen shot of the approved actual expenses.**
- 3.5 **The Deanery will only reimburse the Trust for the actual expenses (with receipts) approved on Accent by the Deaneey Staff.**

Section 4 Study Leave Application Process Flow Chart

Submission of Study Leave Application and Estimated Expenses via Accent

Trainee submits study leave application and estimated expenses via
Accent – Study Leave Manager

<https://accent.hicom.co.uk/Portal/Live/Web>

Welcome to Accent

Accent is a modular solution designed specifically to support the management of the Trust-based multi-professional workforce.

Accent is compatible with Chrome, Firefox, Edge and Safari. If you are using Internet Explorer you may experience issues.

Under the Computer Misuse Act 1990 it is a crime to knowingly access this or any other system or modify its contents without permission.

Please Login

Email address:

Password:

[Forgotten password?](#)

Sign in



Approval and **Rejection** of Study Leave Application and Estimated Expenses

Submitted **study leave application** and **estimated expenses** will be **approved or rejected** by the **Deanery Staff**.

Upon approval, the trainee will be notified via Accent of the approved application and expenses.

Trainee will be notified via Accent of the reasons for which the application has been rejected.



Submitting Actual Expenses and Receipts

Following the approval of **study leave application** and **estimated expenses**, Trainee needs to log in to Accent after the course has taken place and **submit the actual expenses and receipts within 1 week of the course taking place.**



The Deanery will only reimburse the Trust for the actual expenses (with receipts) approved on Accent by the Deanery Staff.