Study Leave Application Flow Chart

For RDs in training and GPs in hospital posts

https://wessex.hee.nhs.uk/south-east-study-leave/

Please note: The Study Leave Flowchart and the **Quick Simple Guide** contain the same information and follow the same process. They are provided in two different formats to suit individual learning and accessibility preferences. You may use whichever format works best for you.

MUST KNOW: Apply ≥10 weeks on ALM. No retrospective applications. Include ALL costs. Check the A–Z guidance.

Check the approved list on the website and note the course code

Essential / supporting?

YES	NO
Read the Approved Study Leave guidance	Read the Aspirational / International guidance
ES/CS/TPD/HoS approval	ES + TPD/HoS approvals
Book leave via rota/trust system	Book leave via rota/trust system
Submit request on ALM. Include the course code (approved lists on website), ES/CS/TPD approval and all expenses.	Submit request on ALM. Receive the NHSE approval code for claiming expenses through the Trust system.
Attend the course	Attend the course

Submit Claim

For **Early Reimbursement:** submit expenses as soon as possible. All claims must be submitted up to 3 months after the event.

Resident Doctors: Submit study leave expenses via your employing Trust system.

GPs in a hospital placement: Email your expenses to your Trust Study Leave team for submission.

Study Leave – Quick Simple Guide for Thames Valley RDs in training and GPs in hospital posts

MUST KNOW

All requests must be submitted on Accent Leave Manager (ALM) 10 weeks before the course. No retrospective applications allowed

Include all costs (even if not claimable)

Check study leave website before applying - Study Leave webpage and read the A to Z section (South East Study Leave A-Z - Working across Wessex)

STEP 1: Start

Check the activity on the study leave/approved list and note down the course code - https://wessex.hee.nhs.uk/south-east-approved-study-leave-lists/

STEP 2: Choose a path

Approved course: follow PATH A

Not approved course: follow PATH B

PATH A

Approved Activities

Get approval from ES / CS / TPD

If not approved: STOP

If approved: continue

Book leave via rota / trust system

Submit request on ALM

Include: course code, ES/CS/TPD approval, all expenses

PATH B

Aspirational / International

Get ES approval: if no, STOP

Get TPD approval: if no, STOP

Book leave via rota / trust system

Submit on ALM: NHSE review

If approved: receive approval code. Use approval code to claim

For both paths

For Early Reimbursement: submit expenses as soon as possible. All claims must be submitted up to 3 months after the event.

Resident Doctors: Submit study leave expenses via your employing Trust system.

GPs in a hospital placement: Email your expenses to your Trust Study Leave team for submission.