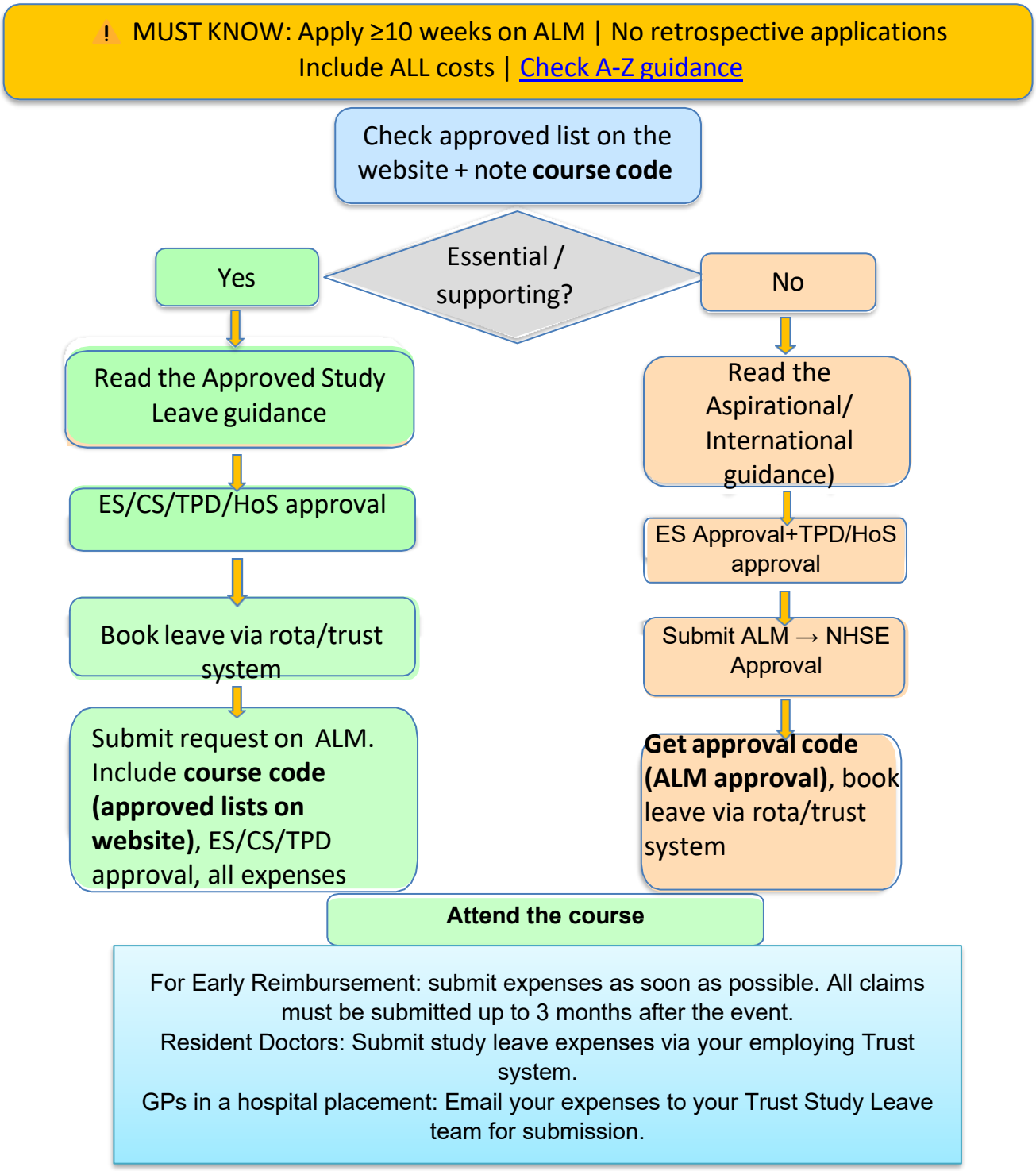
Please note: The **Study Leave Flowchart** and the **Quick Simple Guide** contain the same information and follow the same process. They are provided in two different formats to suit individual learning and accessibility preferences. You may use whichever format works best for you.

Study Leave Application Flow Chart

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



Study Leave – Quick Simple Guide
for Thames Valley RDs 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 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
- 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.

☑ PATH B — Aspirational / International

- Get ES approval → if no, STOP
- Get TPD approval → if no, STOP
- Submit on ALM → NHSE review
- If approved → receive approval code. Use approval code to 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.