Study Leave Guidelines for Locally Employed Doctors (Junior and Senior Clinical Fellow)

All doctors are entitled to annual study leave. Salisbury NHS Foundation Trust is committed to providing Clinical Fellows access to study leave, and its reimbursement.

This guidance provides clarity about what is approved, the number of days available, and the control of the budget.

Study Leave Entitlement
Annual Allowance (Full-Time Equivalent)
- Total: 30 days
  - 15 days for local/regional/core study sessions
  - 15 days for external activities

Less Than Full-Time (LTFT)
- Leave is pro rata based on working hours.

Concurrent Placements
- Leave should be taken pro-rata across placements.

Mandatory Courses
H@NT course (for all F2s and ST1/2 in surgical specialties): counts as 1 day of study leave, even though it runs over 2 days.

What Study Leave Can Be Used For:
- **Exam courses**: One course per exam
- **Educational courses and conferences** (priority to Wessex-provided courses)
- **Teaching and research**
- **Visiting other specialties**
- **Private study**: Up to 5 days/year, only in the 6 weeks before an exam

All study leave must be approved by your Educational Supervisor and recorded in your E-Portfolio.

What Study Leave Cannot Be Used For
- **Interviews:** Departments are expected to release doctors for these without using study leave.

Study Leave expenses.

General Principles

- External/commercial courses are funded only if no local alternative exists.
- Doctors must choose the least expensive option.

What expenses can be claimed?

In line with consultants and SAS doctors employed by SFT, the annual study leave budget for LED doctors is **£850/annum** pro rata.

Category	Details
Exam Prep	One revision course per exam. Exam fees are not funded.
Accommodation	Up to £120/night (£150/night in London)
Mileage	30p/mile (from home or SDH – whichever is closer)
Subsistence	Up to £15/day for evening meals (residential events only)
International Events	Max £850 (course or travel/accommodation, whichever is lower). No subsistence.

Other sources of funding

If you wish to attend an educational event/opportunity that would not qualify for study leave funding, there are two sources of charitable funding available to those working in the Trust:

Salisbury Hospitals' Foundation http://intranet/supporting-our-staff/projects-and-funding/salisbury-hospitals-foundation/

Stars Appeal http://intranet/supporting-our-staff/projects-and-funding/stars-appeal-clinical-education-programme-sacep/
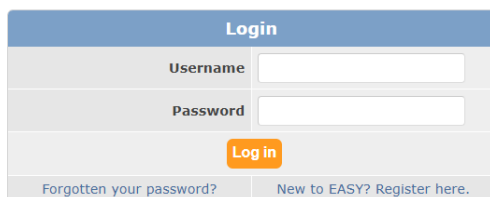
Claiming Study leave Expenses.

Study leave expenses are claimed via the EASY Expenses system, which is linked to ESR and automatically populated with your employment assignment number. Reimbursements are processed through payroll.

- Monthly cut-off for same-month payment is usually the first week of the month and is clearly indicated within EASY Expenses.
- Access the system via the SALI – Trust Intranet: EASY Expenses Portal
- Detailed help guides are available within the system.

Quick guide:

Step 1: Log in or Register.

Create or access your EASY Expenses account.

Login	
Username	
Password	
Log in	
Forgotten your password?	New to EASY? Register here.

Step 2: Register your vehicle.

- **Navigate to: Self-Service > Expenses > Vehicles.**
- **Add your vehicle(s) to enable mileage claims.**

Step 3: Submit Your Expenses Claim

- **Submit one claim per course or course-related mileage.**
- **Upload receipts for all claimed amounts and an attendance certificate.**
- **Navigate to: Self-Service > Expenses > Expenses Claims → Unsubmitted Claims → Click the orange Add/Edit button → Select Other Claims**

Important:

Study leave mileage is reimbursed at a different rate than Trust business mileage, as set by **Wessex HEE.**

Do **not** submit course mileage via the "Mileage Claims" section.

Step 4: Track Your Claim Status

Monitor progress via:

 Submitted Claims → Accepted Claims / Rejected Claims

Contacts/Enquiries

If there are any queries about study leave not covered by this guidance, please E-mail sft.studyleave.doctors@nhs.net