

## **Senior Study & Professional Leave (SSL)**

**Revised arrangements as a result of Covid-19 pandemic – 2020/21,22 & 23 as agreed by LNC on the 19<sup>th</sup> May 2020**

### **FAQ & Answers**

**1. How many study leave days can I use in 2020/21?**

*You can use 10 Days (this is your usual entitlement). Doctors are strongly encouraged to **use at least 5 days** of their yearly entitlement in 2020/21 (pro-rated for less than 5.5 PAs).*

**2. If I am not able to use any of my study leave days can I carry them over to next year?**

*Yes, if you have 10 days unused from the 2020/21 study leave year you can carry over 5 Days for use in addition to your yearly entitlement for 2021/22 and 5 days in 2022/23 (subject to the usual approval process). All carried over study leave days from 2020/21 must be taken before 31st March 2023 or they will be lost.*

**3. How much is my study leave funding for 2020/21?**

*The yearly entitlement is £1,000 (pro-rated for less than 5.5 PAs).*

**4. Can I carry over any of my funds for 2020/21 if I was unable to use it?**

*If you have £1,000 unused from the 2020/21 budget year, you can carry over £500.00 for use in addition to your yearly funding in 2021/2022 and a further £500 in addition to your yearly funding in 2022/2023.*

**5. If I have claimed part of my 2020/21 funding can I carry over the remaining funds?**

*Yes, you can carry over but use is limited to £500 to each of the following years – this will only be allowed for the 2021/22 and 2022/23 budget years. The amount must be claimed by 31<sup>st</sup> March 2023 or they will be lost.*

## General FAQ for Senior & Professional Study Leave (SSL)

### **6. How do I apply for study leave?**

*Please use below link:*

<https://meded.ekhuft.nhs.uk/study-leave/senior-study-leave/>

### **7. Where can I find my approver name if I don't know it?**

*Please contact Laura Clark:*

[laura.clark27@nhs.net](mailto:laura.clark27@nhs.net)

*A list of current approvers is held in Medical Education with the SSL Coordinator.*

### **8. I cannot find my approver's name when I type it in?**

*Try searching via surname first. If you are still unable to find the approver contact Laura Clark (SSL Coordinator) as above.*

### **9. What happens with my application once it has been submitted?**

*The application will go to the first and second approver before final approval and email from Medical Education - to track the progress of your application, sign in to the IT PORTAL and go to 'My Forms' this will list all of your current applications.*

### **10. I have not heard anything about my application, how can I check its progress?**

*Log in to the IT Portal (using your AD log in) this will list all of your current study leave applications.*

### **11. How much is my study leave funding per year?**

*£1,000 for all doctors (over 5.5 PAs) - Pro Rated for part time doctors.*

### **12. When does the study leave funding year start and end?**

*The funding period spans over a financial year, i.e. 1st April - 31st March.*

### **13. How long do I have to claim expenses after I have attended a course/conference?**

*You have three months to claim the expenses from the date you incurred the expenses - Trust Finance Policy (92 Days).*

**14. Can I carry over my funding if I haven't spent it all?**

*You cannot carry over the funding from one financial year to another.*

**15. Can I claim from last year's funding?**

*No, you are only able to claim from your funding within the financial year in which you attended your course/ conference (and within three months of incurring the expenses – Trust Finance policy).*

**16. How do I claim for expenses?**

*Please use below link:*

<https://meded.ekhuft.nhs.uk/study-leave/senior-study-leave/>

**17. How do I make sure the claim is sent to Medical Education?**

*Ensure you select 'Study Fee', 'Study Travel', 'Study Accommodation' in the 'Expense Type/Item' section.*

**18. How many study/professional leave days am I entitled to?**

*If you are full time you have 30 Days over three years (Preferably 10 days over one year to meet service needs) this is a rolling three-year cycle. Please contact Laura Clark - SSL Coordinator, if you have only just started working for the Trust.*

**19. Can I carry study/professional leave days over?**

*It is best to use 10 days/year to minimise impact on services. You can carry the days over as long as they are within the three-year cycle. All study leave days would need to be agreed by your department based on service needs.*

**20. How many professional leave days am I entitled to?**

*Professional leave will come out of the same 30 day/3 years allocation. If you have had additional days agreed by the Medical Director for other duties please advise Laura Clark (SSL Coordinator) so that these can be added to your allocation.*

**21. Where can I find the Trust SSL Policy?**

Please use below link:

<https://meded.ekhuft.nhs.uk/study-leave/senior-study-leave/>

**22. If I start later in the year how is my study leave allocation worked out?**

*This would be pro-rated to the end of the financial year (for funding and days) in the first year of commencing employment and will resume full year allocation thereafter - Contact Laura Clark (SSL Coordinator) for further information.*

**23. Once I have submitted my expense claim when will this be paid to me?**

*Claims are approved at the end of each month before the second working day of the following month) generally your claim will be paid in your next available salary via payroll.*

**24. How are my expenses paid?**

*The claim is approved by the SSL Coordinator and sent to HR Systems who then extract the payments each month for payroll. This is done on the **second** working day of each month (by 12 midday) if your claim has been submitted after this date it won't be paid until the following month.*

**25. How can I check when my expenses will be paid?**

*If you log in to your EASY expenses you can check this by looking at the right-hand section of the claim. If you hover over the 'Approved' section it will give the date and person who has approved this. If the section says 'Extracted' this has been sent to payroll so will be paid into your next available salary. Alternatively contact Laura Clark (SSL Coordinator) who can check this for you / follow up with HR Systems if necessary and confirm exact date of payment.*

**26. Why has my expenses claim been rejected?**

*When an expense claim is rejected you are sent an email from EASY expenses and this will give the reason in the comments section.*

**27. How far in advance do I need to apply?**

*A minimum of 8 weeks before attendance at course/conference.*

**28. How do I apply for an SAS Grant?**

Please contact Cathy Kidd, SAS Administrator:  
[catherine.kidd@nhs.net](mailto:catherine.kidd@nhs.net)

## **29. How do I claim for an SAS Grant?**

*You will need to apply for the study leave with the same application process, to claim your grant you will need to add this as a Study Fee on EASY Expenses. This is approved by the SSL Coordinator.*