**Flowchart for Study Leave Process**

Trainee completes Study Leave Application Form and submits it to the lead Medical Education Centre for that specialty (as per list of approvers).

Employing Trust will invoice the Deanery for study leave expenses paid to trainees, including the following details with the invoice: name of trainee, date(s) of study leave, specialty and amount.

The Medical Education Centre within the trainee’s employing Trust considers the claim. If the claimed expenses differ significantly from the estimated expenses listed on the original application form, the TPD/Approver will be consulted, and expenses may not be paid. If approved, it is sent directly to the payroll department for payment. If the claim has not been approved, the lead Medical Education Centre will notify the trainee and provide a brief explanation.

Trainee downloads a claim form and submits the claim to the Medical Education Centre within their **employing** Trust, along with a copy of their approved Application Form

Lead Medical Education Centre asks the TPD or individual delegated to approve study leave to consider the application and notifies the trainee of the decision by return of the application form (and also sends copy to the employing Medical Education Centre for info).

***Please note***: This flowchart applies to Specialty trainees **ONLY** – Foundation trainees need to seek advice from their local MEC