

N.B. Some teaching sessions will be before 9am and during lunch to accommodate the teacher's clinical duties.

Annual Leave

The application process for annual and study leave in Leeds can seem overly convoluted. You just have to accept this. A paper form (for the academy) is required and the Trust requires the electronic system to be completed.

Entitlement: 27 days (32 days if 5 years NHS service); this should be divided equally between placements (although there is some flexibility in this).

Applications should be **6 weeks in advance** otherwise you risk it not being accepted.

Paper form (This is the system for the DGHs and Leeds)

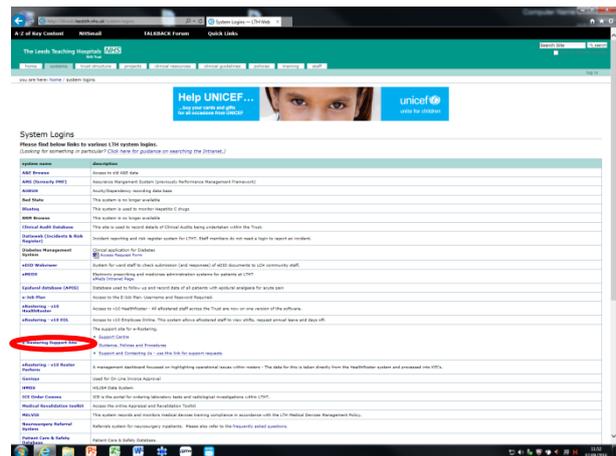
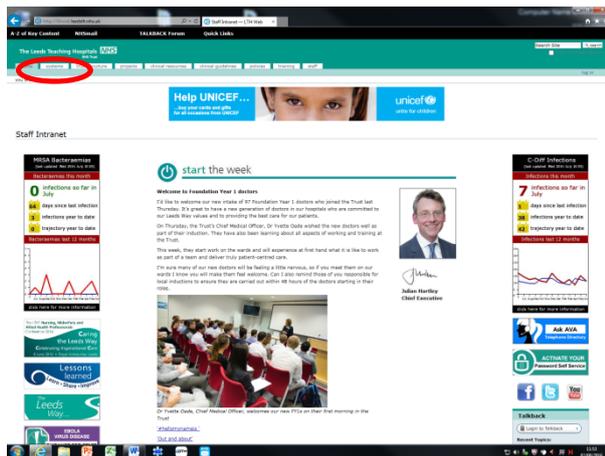
1. Complete annual leave form. These are available from the Academy office.
2. Gain approval from clinical supervisor (CS). This can be in email form.
3. Hand form into Jane Kaye in office (with print out /forward of CS e-mail if not signed on paper form)

Electronic Application (Also needs to be completed for Leeds only)

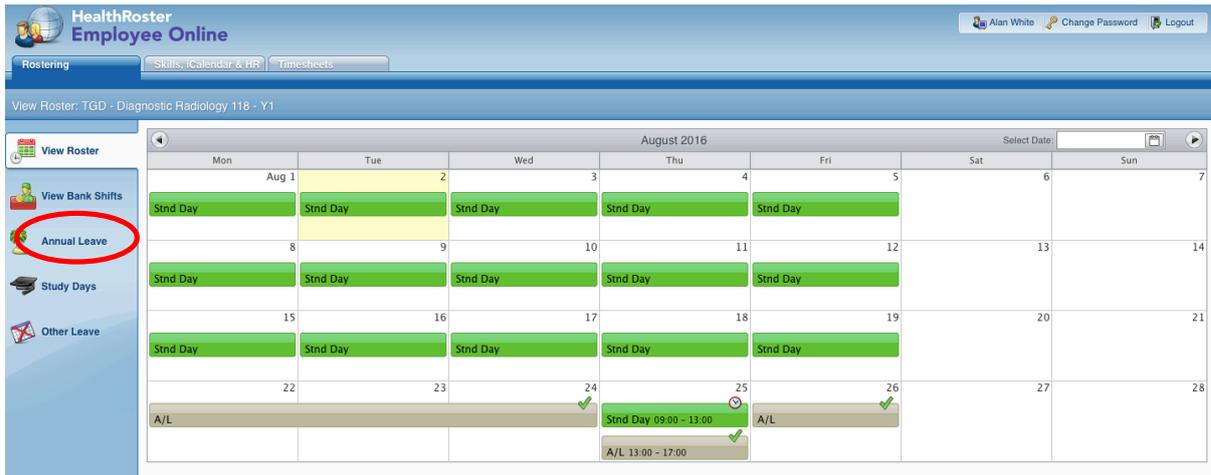
1. Login to employee online:

<https://lth.allocate-cloud.com/EmployeeOnlineHealth/LTHLIVE/Login>

A link can also be found via the trust homepage by selecting 'systems' then eRoostinging – V10 EOL on the left.



2. Username and password will be provided by the trust
3. Click on the 'annual leave' link on the left



4. A summary of previous leave will be displayed
5. Complete the dates and number of days you wish to request. Additional information can be added in the notes section such as if the leave block includes a bank holiday.

6. Please note: If two or more consecutive weeks are requested, or the leave period crosses a weekend it is best to process this as separate requests otherwise the system will count the Saturday and Sunday in the total number of leave taken.
7. You should receive email confirmation once approval is granted.

Currently the electronic rota only extends 3 month in advance, therefore, if your leave is beyond this period, email either Olivia Hinds (o.hinds@nhs.net) or deployment (leedsth-tr.SJUHDdeployment@nhs.net) to inform them.

Also when you changeover to Leeds, it is a good idea to inform Olivia Hinds/ Deployment about the number of leave days you have left.

It is also good practice to email Laura Sheerin (laura.sheerin@nhs.net) the rota co-ordinator to inform her of your leave dates when they are granted. It is also advisable to email her again approximately 3 weeks prior to your leave when she will be producing the weekly rota as well.

Study Leave Application

This is similar to annual leave application. (N.b. this may change).

Entitlement: 30 days of study leave, with one revision day per exam included.

Budget: No definite amount but normally averages out to £800/registrar/year.

NB this amount is not guaranteed, it depends on what other people apply for.

They will also fund international conference attendance but this needs prior approval.

Paper form (This is the system for the DGHs and Leeds)

1. Complete study leave form. These are available from Jane Kaye in the Academy office.
2. Gain approval from educational supervisor (ES). This can be in email form.
3. Hand form into Academy office. (with print out/forward of ES e-mail if not signed on paper form).
4. This will be submitted to Dr Weston (Study leave lead) for approval and Jane will inform you once approval is granted.

Electronic form (Also needs to be completed for Leeds only)

1. Log into employee online as above
2. Select 'study days' link on the left



3. Complete the dates and number of days you wish to request. Additional information can be added in the notes section such the course/conference to be attended.

The screenshot shows the 'Request Study Leave' form. It has a blue header. Below the header, there are several input fields and a button. The 'Full day(s)' radio button is selected. The 'Date' field has a calendar icon. The 'Reason' dropdown menu is set to 'Exams'. The 'Duration' field has a 'Set' button. The 'End Date' field is empty. There is a 'Notes' text area on the right. At the bottom right, there is a 'Submit Study Request' button.

4. You should receive email confirmation once approval is granted.

As per annual leave if your study leave is beyond the 3-month period then contact either Olivia Hinds (o.hinds@nhs.net) or deployment (leedsth-tr.SJUHDdeployment@nhs.net). It is again good practise to keep Laura Sheerin (laura.sheerin@nhs.net) informed.

Sick Leave

Leeds

This advice is taken from the standard operating protocol (SOP).

Procedure for Sickness reporting in hours

1. Junior Doctor to Contact SJUH Deployment Office to report absence on **0113 20 65823**.
2. Medical Deployment Officer (MDO) to report absence to the Academy Manager - 0113 39 26035.

Opening hours for Deployment are Monday- Friday 08.00-19.00. Saturday, Sunday and Bank Holidays 09.00-16.00 (closed Christmas Day)

If absence is being reported out of the above hours then refer to the Out of Hours SOP.

You can also e-mail the supervisor covering you session to inform them of your absence.

A 'back to work' interview will be conducted on your return to work.

DGHs

There will be a procedure for each DGH, please check with them on your local induction.

Procedure for Claiming Expenses

*** Please note claims must be within 3 months otherwise will not be paid ***

*** Also note only one claim form can be submitted per month. Therefore, if claiming for a conference and also claiming mileage within a single month submit as one whole claim ***

You are entitled to claim petrol or public transport travel costs to and from you DGH placements and exams, overnight stay for exams, courses, conferences etc; as well as sustenance (lunch/dinner) for exams, courses, conferences etc.

Please note the Trust require a copy of your car insurance certificate. They also require you to have class 1 business insurance. This is to cover you for travel between sites e.g. if you are travelling from your DGH to Leeds for an ultrasound session. This will usually be at most once a week for the 6-month placement. Therefore, the number of business miles you need to declare is relatively low.

Claiming for Mileage

Claiming petrol on a monthly basis is advised.

Prior to claiming contact leedsth-tr.eTravel@nhs.net and request 'excess travel claim form' form (See Appendix) for them to calculate the mileage distance to your DGH. This is calculated as distance from your home to your placement hospital, minus the distance from your home to LGI or SJUH, or your nearest hospital e.g. BRI if you live in Bradford), whichever is closer.

The form needs to be returned for them to authorise your right to claim travel expenses.

When you first login you will be required to provide your insurance certificate and register your car make, model etc.

1. Login into www.sel-expenses.com

2. Username etc should be provided. The company ID is 'LTHT'. Your username is usually your payroll number.
3. Select 'add new expense'

Add / Edit Expense

General Details

Date:  

Reason: 

CostCode:

Other Details:

Specific Details

Expense Category: Expense Item:

1. Please enter the total claimed in the 'Total' box
2. enter the number of single journeys undertaken during period
3. enter the claim dates from and to

Total (Gross): 

Number of journeys undertaken:

Claim Date From: 

Claim Date To: 

4. Under 'reason' select 'excess travel'
5. Under 'expenses category' select 'travel'
6. Under 'expense item' select 'excess fares SPR'
7. Complete total number of miles, journeys etc and save
- *** Please note only one claim form can be submitted per month. Therefore, if claiming for a conference and also claiming mileage within a single month submit one as one whole claim *****
8. Once you have saved this it can be reviewed in the 'my claims' section and submitted (see below).
9. You will receive e-mails updating you on the progress of your claim.

Claiming Other Expenses

1. Other expenses such as conferences, train fares can be claimed by selecting the appropriate option from the dropdown menu.
2. If your claim does not fit any of the options (e.g. travel reimbursement for exams) then this can be elaborated on in the 'other details' box.
3. Once you have saved the claim then it is added to your 'my claims' section.

Home / My Claims / Current Claims

Page Options

- [New Expense](#)
- [Claim List](#)
- [Change View](#)
- [Print](#)
- [Submit Claim](#)

Claim: AWhite11
Claim Details

General Information

Claim Name	AWhite11	Claim Total	£0.00
Claim Description		Amount Payable	£0.00
Number of Items	0		

Expense Items

				Number of Miles	Date of Expense ▲	Expense Item	Reason	Other Details	Total	Amount Payable
There are no expense items to display.										
				0					£0.00	£0.00

My Mobile Items

			Date Of Expense Item ▲	Expense Item	Reason	Expense Item Details	Expense Item Total Amount
You do not have any mobile items to reconcile.							

My Mobile Journeys

		Journey Date ▲	Start Time	End Time
You do not have any mobile journeys to reconcile.				

4. Evidence for these claims are required to be uploaded. Examples include conference certificates, receipts and bank statements. This is done by clicking on this symbol next to the relevant claim:



5. Once you have completed the claim, click submit claim on the left.

*****Again please note only one claim per month*****

You are entitled to claim for travel to/from exams and £55/night for a hotel and £25/night if staying at a friend/relative's house.

You are entitled to claim up to £5 for a lunchtime meal and up to £15 for an evening meal.

You need to estimate the costs on the paper study leave form, so that Dr Weston can provisionally approve it. Don't worry if the numbers don't exactly match the final amounts.