



**Flowchart for Study Leave Process for ST1- 5 (YMTP) in School of O&G
Please see in conjunction with the School of O & G study leave policy**

Trainee completes application form located at [https://www.yorksandhumberdeanery.nhs.uk/obstetrics and gynaecology/education/study leave policy and forms](https://www.yorksandhumberdeanery.nhs.uk/obstetrics_and_gynaecology/education/study_leave_policy_and_forms), which is to be approved for time off by local Unit and Educational supervisor and any projected travel expenses need to be noted on the form



Once approved for leave in local unit trainee must send a scanned approved copy to the YMTP Administrator via email leedsth-tr.ymtp@nhs.net



Only travel expenses for YMTP teachings/courses will usually be paid. Any other expenses should be agreed by the director of Education/Head of School in advance

All travel claims must be claimed via the employing Trust under Curriculum delivery/Study Leave. No paper claims will be paid

Each Trust may have a different claims process - if claiming through SEL expenses please contact your Postgraduate Centre to ask them to arrange for an account to be created with them as the approver, you will then be sent details of your account