**HEE working across Yorkshire and the Humber – process for application and reimbursement of study leave for speciality trainees**

**Before the event**:

Trainee ensures that the application is completed and approved by:

* Rota Coordinator
* Educational Supervisor
* Speciality Study Leave Advisor (SSLA) List accessible [here](https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/curriculum_delivery_approvers_website_2020_1.xlsx)

Trainee downloads Study Leave application form please [click here](https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/generic_application_form.pdf)

Trainee attends study/examination leave activity

Trainee submits completed application form to the employing Medical Education Centre Centre for their specialty training programme.

1. Trainee submits completed application form to the lead Medical Education Centre for their specialty training programme.

Trainee to check respective School’s specialty page for up-to-date information on approved courses

Trainee completes application form including full details of the event including any related costs.

**After the event**

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 Specialist Study Leave Advisor will be consulted and expenses may not be paid.

Trainee submits their claim via the Medical Education Centre within their employing Trust in accordance with the local claim procedure

If the claim has not been approved, Medical Education will notify the trainee and provide a brief explanation

Once approved, Medical Education ensure that the trainee is reimbursed in accordance with local procedures

HEE will reimburse the employing Trust for all study leave expenses via the monthly study leave monitoring process managed by local Medical Education teams

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| This process applies to trainees working within a Specialty Training Programme only.  Information for trainees working within **Dentistry** is accessible here:  <https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy>  Information for trainees working within **General Practice** is accessible here:  <https://www.yorksandhumberdeanery.nhs.uk/general_practice/gp_courses>  Information for trainees working within **Foundation Training** is accessible here:  <https://www.yorksandhumberdeanery.nhs.uk/sites/default/files/foundation_trainees_study_leave_guidance.pdf> |