

Requesting Study Leave whilst on the Future Leaders Programme

1. Check [website](#) for up-to-date information on study budgets.
2. Download Study Leave application form from [website](#).
3. Ensure the study leave application is completed with your personal details (please note your speciality should be recorded as 'Leadership Fellow') and full details of the study event including any related costs.
4. Ensure your Educational Supervisor completes and signs section C.
5. As there is no clinical commitment to you fellowship section B can be marked as 'N/A' and you will not need to seek approval of the rota co-ordinator.
6. At least 4 weeks in advance submit your completed application together with a supporting statement relating to why you want to go on the course/conference and how this relates to your learning needs. This should be addressed to Dr Susy Stirling, Associate Dean and e-mailed to futureleaders.yh@hee.nhs.uk.
7. The team will ensure that your application is considered by Dr Stirling and confirm by return whether approval has been granted.
8. If your study leave request is approved by Dr Stirling, then you may go ahead and book the course/conference and any related travel/subsistence costs approved as part of your application.
9. For reimbursement of any costs you must submit your study form to the Medical Education Centre (MEC) at your employing Trust - please note these can only be processed after the event has taken place.
10. Medical Education/Finance at your employing Trust will ensure reimbursement via your payslip.