

Health Education England (Yorkshire and the Humber) Dental School Study Leave Policy

This policy is written in conjunction with the HEE Curriculum Delivery Guidance.

This policy is applicable to:

- Dental Foundation Trainees (page 3)
- DFT/DCT Trainees (page 4)
- Dental Core Trainees (page 5)
- Dental Specialty Trainees (page 6)
- Post CCST Trainees (page 6)
- Academic Clinical Fellows (page 8)
- Academic Clinical Lecturers (page 8)

Useful Links:

- [HEE Curriculum Delivery Guidance.](#)
- [Future Leaders – Curriculum Delivery Guidance policy.](#)
- [Maxcourse](#)
- [HEE YH Study Leave webpage](#)

Study Leave Entitlement

All trainees are entitled to up to 30 days study leave per year, although all of these days may not be needed for Dental Core Trainees and Dental Specialty Trainees. Trainees working less than full time (LTFT) will be entitled to a pro-rata study leave entitlement.

Trainees do not have a specific allocation of money for study days. Instead, they can request to attend events, suitable to their level of training, and for these to be funded.

Timescales

Study leave requests should be made in line with the employing Trust/Local Education Provider's local policy. Trainees must familiarise themselves with the local Trust/Local Education Provider's policy and timescale for submitting expense claims.

Leave needs to be applied for prospectively with **at least 8 weeks notice**. Failing to give this notice, may jeopardise your application. Please do not book or pay for any items without prior approval of leave or expense; in the case of them not being approved any expenses incurred will be your responsibility.

Under no circumstances will consideration be given to applications submitted retrospectively.

Less Than Full Time (LTFT) Trainees

If a study day falls on a non-working day for a LTFT trainee, they should attend the study day in lieu of one of their working days, not in addition to.

Trainees on Maternity Leave/Sick Leave

It is not expected that trainees that are absent from work on sick leave or maternity leave would apply for leave.

Out of Programme (OOP) Trainees

Trainees that are out of the training programme are not required to request study leave via the school. OOP Trainees should familiarise themselves with the study leave policy in the department/Trust in which their OOP is taking place.

Trainees on the HEE Future Leaders Programme should read the Future Leaders – Curriculum Delivery Guidance policy.

Dental Foundation Trainees

There is a comprehensive study day programme for Dental Foundation Trainees which trainees must attend in order to gain satisfactory completion. Details of all study days are published on Maxcourse.

Study leave must be prioritised for these courses.

If a trainee is unable to attend one of the mandatory study days, this must be discussed with their Training Programme Director in advance of the study day. It may not be possible for an alternative date to be arranged.

Conferences

Details of when national conferences are supported are listed in Appendix 3. International conferences are not supported.

Process for Applying for Study Leave

Practice Managers are sent the study leave dates at the beginning of the training year so should organise trainees' timetables around these days. The dates will also be available on Maxcourse so trainees should discuss these with their Educational Supervisor and Practice Manager with plenty of notice.

Trainees do not need to formally apply for study leave.

Process for Claiming Expenses

Dental Foundation trainees should claim their expenses via the HEE Non-Staff Claim Form (Appendix 2). This should be completed electronically, signed by hand or electronic signature, and then submitted FAO Dental Support to:

Health Education England Office
Don Valley House
Savile Street East
Sheffield S4 7UQ.

Claims forms can also be submitted via email to dentalsupport.yh@hee.nhs.uk but must be signed by hand or electronic signature.

The claim form should detail the exact postcodes in the start location and finish location sections. If multiple study days are being claimed on one form, please list multiple postcodes.

The title(s) of the study days should be listed in the event activity section. Do not write "various", "see appendix" etc as this causes delays in the claims being processed.

It is the trainee's responsibility to ensure their claim form is completed. Claim forms that are incomplete, or that do not give specific information on the courses and locations attended, will not be processed.

Claims must be submitted in a timely manner. There is a three-month window for claims to be submitted. Any claims submitted more than three months after the date of the event will not be paid.

Claims take approximately 30 working days to be approved and paid, and this may take longer in busy periods. Please be patient when waiting for your claim.

DFT/DCT Trainees

There is a comprehensive study day programme for DFT/DCT Trainees which trainees must attend in order to gain satisfactory completion. Details of all study days are published on Maxcourse.

Study leave must be prioritised for these courses.

Conferences

Details of when conferences are supported are listed in Appendix 3. DFT/DCT Trainees would be eligible to attend one conference in each training year e.g. one in DFT/DCT year 1 and one in DFT/DCT year 2.

Process for Applying for Study Leave

Practice Managers are sent the study leave dates at the beginning of the training year so should organise trainees' timetables around these days. The dates will also be available on Maxcourse so trainees should discuss these with their Educational Supervisor and Practice Manager with plenty of notice.

If a study day falls on a trainee's week in practice, they do not need to formally apply for study leave.

If a study day falls on a trainee's week in hospital, the department should be accommodating in allowing trainees to attend. The HEE study leave form must be completed by the trainee and signed by the Educational Supervisor and Training Programme Director. Once signed, this should be sent to the trainee's employing Trust's Medical Education Centre.

Process for Claiming Expenses

DFT/DCT Trainees should claim their expenses via the HEE Non-Staff Claim Form (Appendix 2). This should be completed electronically, signed by hand or electronic signature, and then submitted FAO Dental Support to:

Health Education England Office
Don Valley House
Savile Street East
Sheffield S4 7UQ.

Claims forms can also be submitted via email to dentalsupport.vh@hee.nhs.uk but must be signed

The claim form should detail the exact postcodes in the start location and finish location sections. If multiple study days are being claimed on one form, please list multiple postcodes.

The title(s) of the study days should be listed in the event activity section. Do not write "various", "see appendix" etc as this causes delays in the claims being processed.

It is the trainee's responsibility to ensure their claim form is completed. Claim forms that are incomplete, or that do not give specific information on the courses and locations attended, will not be processed.

Claims must be submitted in a timely manner. There is a three-month window for claims to be submitted. Any claims submitted more than three months after the date of the event will not be paid.

Claims take approximately 30 working days to be approved and paid, and this may take longer in busy periods. Please be patient when waiting for your claim.

Dental Core Trainees

There are a number of core training days that DCTs must attend each year. These will differ dependent on trainee level and details will be available on Maxcourse. Study leave must be prioritised for these courses.

Conferences

The School will fund one conference per trainee per year, if the trainee has a presentation at the conference. This includes travel to the conference and the registration fee. If this is taking place outside of the United Kingdom, then further approval for travel expenses must be sought.

Additional conferences may be supported with study leave but course fees and travel expenses will not be paid. Please see Appendix 3 for further details.

Process for Applying for Study Leave

All mandatory study days must be applied for. The need for ANY other courses must be identified on the trainee's PDP within their programme and approval must be applied for from the Associate Dean, as follows:

- Trainee to download and complete the study leave application form. Section D can be completed by the TPD if items are on the CDR Matrix.
- All applications require assessment by the Associate Dean and this will be undertaken remotely. The assessed and processed application form should be emailed to dentalstudyleaveyh@hee.nhs.uk. This will be returned by email to the trainee for their records and action accordingly. Trainees are then at liberty to booked/pay for your event.
- When all sections are completed /signed, the form should be forwarded by the trainee to the Postgraduate Medical Education Department (PMED) or local identified office.
- Any incomplete forms will be returned, causing delay in your application.

It is the trainee's responsibility to complete and enter all expenses and estimates when applying for funding. Expenses not applied for will not be authorised. After attendance at the event, the expenses are claimed through the trainee's Trust Medical Education Department, following the Trust's local process.

Dental Specialty Trainees

Trainees should look at the Curriculum Delivery Resource Matrix (see appendix 1) for their grade and specialty. These are available from the Educational Supervisors/Training Programme Directors or at this link along with the Study Leave Policy and Application Form

https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy

This will inform you of events that you are able to attend with expenses within your programme, and what is not covered.

Examination Leave

Trainees will be granted leave to allow them to undertake mandatory examinations. In addition five consecutive working days immediately preceding the mandatory examinations will be supported as private study leave. Examination fees will not be paid.

Conferences

ST1 - 3

The School will fund three conferences during these three years. The trainee must be actively presenting at two of these conferences. This includes travel to the conference and the registration fee. If the conference is taking place outside of the United Kingdom, then further approval for travel expenses must be sought.

Additional conferences may be supported with study leave but course fees and travel expenses will not be paid.

Please see Appendix 3 for further details.

ST4 – 5 and Post CCST Trainees

The School will fund three conferences during these three years. The trainee must be actively presenting at two of these conferences. This includes travel to the conference and the registration fee. If the conference is taking place outside of the United Kingdom, then further approval for travel expenses must be sought.

Additional conferences may be supported with study leave but course fees and travel expenses will not be paid. Please see Appendix 3 for further details.

Process for Applying for Study Leave

All items on the CDR Matrix must be applied for. The need for ANY other courses must be identified on the trainee's PDP within their programme and must be applied for approval in the usual way from the Associate Dean, as follows:

- Trainee to download and complete the study leave application form. Section D can be completed by the TPD if items are on the CDR Matrix.

- All applications require assessment by the Associate Dean and this will be undertaken remotely. The assessed and processed application form should be emailed to dentalstudyleaveyh@hee.nhs.uk. This will be returned by email to the trainee for their records and action accordingly. Trainees are then at liberty to booked/pay for your event.
- When all sections are completed /signed, the form should be forwarded by the trainee to the Postgraduate Medical Education Department (PMED) or local identified office.
- Any incomplete forms will be returned, causing delay in your application.

It is the trainee's responsibility to complete and enter all expenses and estimates when applying for funding. Expenses not applied for will not be authorised. After attendance at the event, the expenses are claimed through the trainee's Trust Medical Education Department, following the Trust's local process.

Academic Trainees

Leave for Academic Clinical Fellows (ACFs) and Clinical Lecturers (ACLs) related to academic research is not funded by the NHS Trust Hospital based budget. Trust policies must be adhered to in order to apply for leave from work to attend.

Academic Clinical Fellows (ACFs) and Clinical Lecturers (ACLs) holding an active National Training Number (NTNa) are eligible to apply for a Masters programme/academic components of a Masters' programme as well as access to a bursary for presenting at appropriate national meetings only.

Applications to attend events relating to the academic part of the training programme should be directed to the Academic Training Programme Director.

Examination Leave

Trainees will be granted leave to allow them to undertake mandatory examinations. Private study leave is not supported for trainees attempting the examination for the first time.

Trainees that need to re-sit the examination may be able to take some private study leave, if agreed by their Training Programme Director.

Examination fees will not be paid.

Conferences

For events related to the trainee's clinical training, the School will fund one conference, per trainee per year. This can be where the trainee is presenting, or is just attending. This includes travel to the conference and the registration fee. If the conference is taking place outside of the United Kingdom, then further approval for travel expenses must be sought.

Additional conferences may be supported with study leave but course fees and travel expenses will not be paid. Please see Appendix 3 for further details.

Process for Applying for Study Leave

All items on the CDR Matrix must be applied for. The need for ANY other courses must be identified on the trainee's PDP within their programme and must be applied for approval in the usual way from the Associate Dean, as follows:

- Trainee to download and complete the study leave application form. Section D can be completed by the TPD if items are on the CDR Matrix.
- All applications require assessment by the Associate Dean and this will be undertaken remotely. The assessed and processed application form should be emailed to dentalstudyleaveyh@hee.nhs.uk. This will be returned by email to the trainee for their records and action accordingly. Trainees are then at liberty to book/pay for your event.
- When all sections are completed /signed, the form should be forwarded by the trainee to the Postgraduate Medical Education Department (PMED) or local identified office.
- Any incomplete forms will be returned, causing delay in your application.

It is the trainee's responsibility to complete and enter all expenses and estimates when applying for funding. Expenses not applied for will not be authorised. After attendance at the event, the expenses are claimed through the trainee's Trust Medical Education Department, following the Trust's local process.

Expenses

Travel allowances

Trainees are expected to use the most economical method of transport including walking short distances and, for example, using free hospital buses.

Trainees using their own vehicle can claim 28p per mile. This will be calculated using AA route planner from the address of the trainee to the venue. Travel to places after the course such as parent's residence, shopping venues and other places of interest should not be claimed.

An additional 5p per mile can be claimed if trainees are carrying a passenger, who must be another trainee attending the same course.

Train tickets should be booked in advance, and open tickets avoided if possible. Only standard class travel will be paid. Train tickets can only be claimed to and from the venue to the trainee's base. Travel to places after the course such as parent's residence, shopping venues and other places of interest should not be claimed.

Please provide copies of train/bus tickets and receipts for parking with any claim forms. Expenses will not be paid when receipts are not provided. If a ticket/receipt will be captured by a machine, you should take a photograph of this beforehand and submit that with your claim form.

Before claims are approved, attendance records will be checked so please ensure that you sign the attendance register at every study day. Failure to sign the attendance register may result in your claim not being paid.

Travel to and from your hospital/practice cannot be claimed.

Subsistence allowances

- Night allowances: first 30 nights - actual receipted cost of bed and breakfast up to a maximum of £120 (or £150 in London)
- Meals allowance per 24 hour period away from base: £20.00
- Night allowances in non-commercial accommodation per 24 hour period: £25.00
- Night allowances: after first 30 nights - maximum amount payable: £35.00
- Day meals subsistence allowances
 - Lunch allowance* (more than five hours away from base, including the lunchtime period between 12:00 pm to 2:00 pm, where lunch is not provided): £5.00
 - Evening meal allowance* (more than ten hours away from base and return after 7:00 pm): £15.00

Accommodation and subsistence would only be allowed when the event is taking place over more than one day e.g. the BDA Conference.

Course Fees

Study days delivered by the HEE (YH) School of Dentistry are free so there is no course fee. Please see Appendix 3 for details of when conference fees are supported.

Recruitment

Claims for attending recruitment events should be sent directly to the recruitment team with whom you have received all event correspondence, not to the Dental Support team. For national recruitment, this may be a recruitment team in a different region.

Sending claims to the wrong department will cause a delay in processing and payment.

Appendix 1

Curriculum Delivery Matrix for Dental Specialty Training

Dental and Maxillofacial Radiology	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy
Dental Public Health	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy
Oral Medicine	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy
Oral Pathology	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy
Oral Surgery	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy
Orthodontics	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy
Restorative Dentistry	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy
Paediatric Dentistry	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy
Special Care Dentistry	https://www.yorksandhumberdeanery.nhs.uk/dentistry/curriculum/study_leave_policy

Expenses Claim Form - FOR USE BY TRAINEES IN DENTAL PRACTICES ONLY

INVOICE

- ALL FORMS MUST BE TYPED AND NOT HAND WRITTEN. COMPLETE ALL THE BOXES HIGHLIGHTED IN YELLOW. FAILURE TO DO THIS WILL RESULT IN PAYMENT DELAYS OR NON PAYMENT
- PLEASE NOTE THAT ALL CLAIM FORMS MUST BE SUBMITTED WITHIN THREE MONTHS OF THE ACTIVITY HAVING TAKEN PLACE

Title			
First Name IN FULL			
Middle name IN FULL			
Surname			
Address Line 1			
Address Line 2			
Address Line 3			
Town/City			
Post Code			

Invoice Number							
Invoice Date			/			/	
PO Number							
FAO							

Invoice To:

Health Education England – T73
YORKSHIRE AND THE HUMBER LETB
T73 Payables F485

Phoenix House
 Topcliffe Lane
 Tingley
 Wakefield
 WF3 1WE

Return address

Health Education Yorkshire and Humber

To one of the following HEYH offices:

- Leeds
- Sheffield
- Hull

BANK ACCOUNT NUMBER	BANK ACCOUNT SORT CODE	ACCOUNT NAME	SWIFT CODE (OVERSEAS ONLY)	E-MAIL ADDRESS FOR REMITTANCE ADVICE AND QUERIES

**NOTE: PLEASE ENSURE BANK DETAILS ARE ENTERED. FAILURE TO ENTER THESE
 DETAILS WILL RESULT IN PAYMENT DELAYS.**

Total Value of the Claim	£
---------------------------------	----------

Details of the claim

Travel Expenses		
Start Location:		Finish Location:
Public Transport	Mode of transport: (Receipts must be attached)	£
Private Transport	Total Number of Miles: _____ @ 24p per mile (Mileage will be reimbursed at AA quickest route)	£
Passengers (Reimbursed at 5p per mile per passenger)	Name(s) of passenger(s): _____ Total miles travelled with passenger _____ (Passengers must be travelling to same event & also entitled to reimbursement of travel expenses by PGMDE (Health Education Yorkshire and the Humber))	£
Subsistence	Accommodation Expenditure (Receipted expenditure to a maximum of £120 per night or £150 per night in London)	£
	Meal Expenditure (Receipted expenditure to a maximum £20 per 24 hours)	£
Other Expenses	Please specify below:	£
DETAILS OF CLAIM (ALL CLAIMS MUST BE ACCOMPANIED BY RECEIPTS) Where there is no receipt a full written explanation must be attached Please read the guidance notes you obtained along with this claim form very carefully. PGMDE (Health Education Yorkshire and the Humber) reserves the right to reimburse the cheapest option wherever relevant.		
EVENT/ACTIVITY		
LOCATION		
DATE(S)	From:	To:
Resource Fee / Backfill / Course Fee		
Resource Fee /Backfill Payment/Course Fee		£
Claimant Declaration: I declare that the expenses claimed hereunder were necessarily incurred by me in attending the above event and are in accordance with the conditions governing the payment of travelling expenses attached. I understand that any fees are paid gross and that I am responsible, where appropriate, for declaring this income for tax purposes.		
Name: _____ Signed: _____ Date: _____		

Please returned this form to the appropriate HEYH office for authorisation

TO BE COMPLETED BY HEYH STAFF ONLY:		
Certification of Attendance: I have checked this claim and am satisfied that the claimant attended the event according to the information given.		
Name:	Signed:	Date:
Certification of Expenses: This claim form has been checked and certified in accordance with HEYH Travel and Subsistence Guidelines. Any adjustments made to this claim, in line with these guidelines, have been communicated to and approved by the claimant. Approval of such changes is attached and submitted with this document.		
Name:	Signed:	Date:
Position:	Contact Number:	

Appendix 3

Support for Attendance at Conferences

		DFTs and DFT/DCT 1*	DCT1 and DFT/DCT 2*	DCT2*	DCT3*	StR 1-3	StR 4-5
National Conference (conference fee, travel and accommodation)	Attendance Only	No	No	No	No	Max 3 in training period (1 of which can be non- presenting)	Max 3 in training period (1 of which can be non- presenting)
	Significant Presentation	Yes (one night accommodation)	Yes	Yes	Yes		
	Prize	Yes	Yes	Yes	Yes		
International Conference HEE will fund either: <ul style="list-style-type: none">• Economy travel and accommodation; or• Conference Fee (Whichever is least expensive option)	Attendance Only	No	No	No	No		
	Significant Presentation	No	Yes	Yes	Yes		
	Prize	No	Yes	Yes	Yes		
PgCert Teaching		No	No	No	No	No	Yes (for teaching hospital only specialties)

*One Conference Only Per Year

Version Number: 3

Author: Hannah Glew

Agreed by Dental Senior Management Team: December 2019