

Study Leave

Standard Operating Procedure

Yorkshire and Humber Deanery

Workforce Training and Education, North East and Yorkshire, NHS England

July 2025



Name of Document		Study Leave	
Category		Standard Operating Procedure (SOP) This SOP is applicable to relevant programmes within the Yorkshire and Humber Deanery.	
Audience		External	
Authorised by		SOP Development & Delivery Group	
Date Authorised		22 July 2025	
Implementation Date (current version)		22 July 2025 v4	
Next Review Date		To be reviewed in line with any future Gold Guide revisions, or every 24 months, whichever comes first.	
Document Author		Chloe Anderson	
Version	Date	Author	Notes Reason for Change, what has changed, etc
1	September 2022	Emma Howe, Katie Cobb	New guidance
2	February 2023	Chloe Anderson	Updated to reflect use of Accent Leave Manager across Yorkshire and the Humber
3	January 2024	Chloe Anderson, Katie Cobb	Updated in line with national NHS England guidance on study leave for doctors and dentists in training
4	July 2025	Chloe Anderson	Updated to reflect use of Accent Leave Manager across Yorkshire and the Humber
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Document Status

This is a controlled document. Whilst this document may be printed, the electronic version posted on the SharePoint site is the controlled copy. Any printed copies of this document are not controlled.

This document is not intended to be interpreted as a policy statement. This is a local guidance document for faculty and staff in the Yorkshire and Humber Deanery to enable consistency of application; it is recognised there may be exceptional circumstances when deviation from this guidance may be required.

1. Purpose of the Guidance

The Yorkshire and the Humber Deanery adheres to the overarching NHS England, study leave guidance, 'NHS England Study Leave: An overview of the England-wide approach'. It is recognised that the national guidance can be open to local interpretation, and that

Postgraduate Doctors in Training sometimes report that there is variation in approach across the Schools.

This document was created with the YH Trainee Executive Forum. It focuses on key guidance areas for trainees in Yorkshire and the Humber.

2. School Specific Arrangements

It is important to note that although all Schools adhere to the overarching NHS England guidance, Foundation, Dentistry and General Practice have some operational differences to Specialty Schools in Yorkshire and the Humber.

Postgraduate Doctors working in Foundation, General Practice and Dentistry training programmes should read this guidance in conjunction with the following guidance for their School:

2.1 Foundation

Further information on the Foundation Schools approach to study leave can be found in the [Local YH Foundation Study Leave Guidance](#).

2.2 General Practice

The School of General Practice run a programme of 'half-day release' teaching that represents the majority of study leave within the School. Private study leave for courses and exam preparation (in addition to the mandated self-development time/self-directed learning time within the job plan) is part of the 30-day allocation. Further information on their approach to Study Leave can be found in the [GP Study Leave Guidance](#).

2.3 Dentistry

The School of Dentistry run a programme of regional teaching for their Foundation Dentists, which constitutes the majority of their study leave allowance. The dates for all study days will be confirmed prior to the training year commencing to allow Foundation Dentists and their training providers sufficient notice.

The School of Dentistry run a programme of regional teaching for their Core Dentists. The dates for all study days will be confirmed prior to the training year commencing to allow Core Dentists and their training providers sufficient notice.

Postgraduate Dentists in training working in secondary care may use their 30-day allocation in accordance with their specialty's curriculum delivery matrix.

Postgraduate Dentists in training working in secondary care may also access private study leave as part of their 30-day allocation in line with Postgraduate Doctors in specialty training.

3. Process

3.1 Application

- The [application process](#) is outlined on our Study Leave webpages.
- Postgraduate Doctors and Dentists working within Yorkshire and the Humber must apply for Study Leave using [Accent Leave Manager](#). Accent Leave Manager is an online application system for managing study leave.
- Before submitting an application on Accent Leave Manager Postgraduate Doctors and Dentists in Training must secure the time away from service with their Rota Co-ordinator using the local trust e-roster or process. They should also seek the support of their Educational Supervisor or equivalent; normally through one of their routine educational meetings with the discussion documented in their e-Portfolio.
- Study Leave applications must normally be submitted at least 8 weeks before the first day of leave to ensure that the rota will not be adversely affected. A Trust may use its own discretion to consider requests that are submitted either retrospectively or within the 8-week notice period, as the responsibility to approve time off the rota is held at Trust level.
- Doctors and Dentists should refer to the expense allowances when planning their study leave. Any costs incurred over the allowances, even if included on the application form, will not be reimbursed.
- Postgraduate Doctors and Dentists should wait for funding to be approved before making any payments. If an applicant chooses to pay for a course prior to approval being granted they risk incurring costs which may not be reimbursed.
- After the event Postgraduate Doctors and Dentists in Training must update their e-Portfolio with evidence of carrying out their study leave and feedback on its value.
- Where study leave is to be undertaken by a Postgraduate Doctor or Dentist in Training on a non-workday or a weekend, this must be agreed by the educational supervisor (or equivalent) and Medical Staffing at the employing Trust. Any time off to be taken as time in lieu must be agreed in advance with the employer to approve suitable time off the rota.

3.2 Claims

- Postgraduate Doctors and Dentists are required to pay their expenses upfront and to claim reimbursement after the event. Expense claims together with proof of attendance and original receipts must be submitted within six weeks of the event. Claims will be authorised in line with the rates set out in section 7 'Expense Allowances'.

- Reimbursement in advance will not normally be agreed unless there are exceptional circumstances.
- In exceptional circumstances late claims may be accepted at the discretion of the Employing Trust if submitted within 3 months of the event.
- If a Postgraduate Doctor or Dentist pays above the maximum rates allowable, they will usually be required to meet any excess costs themselves.
- Postgraduate Doctors and Dentists are to choose transport that demonstrates value for money.
- Postgraduate Doctors and Dentists should book advance tickets where possible to minimise costs.
- Postgraduate Doctors and Dentists are required to pay the cost of any social events themselves.
- Postgraduate Doctors and Dentists cannot be reimbursed for joining / membership costs for a conference / course, even if this is advertised to provide a reduced attendance fee. In these circumstances only the actual activity fee incurred will be reimbursed.
- The Postgraduate Doctor or Dentist must retain all itemised receipts and invoices (e.g., booking confirmation, hotel bills, travel receipts / tickets etc.) and attach these to their expense claim.
- Postgraduate Doctor or Dentist must follow the local trust process to submit their expense claim for authorisation by the [Medical Education team](#) within their employing Trust.
- If the claimed expenses differ significantly from the estimated expenses listed on the application form, the Medical Education team will consult the original approver. Any claims over the original estimated expenses may not be paid.

3.3 Private Study Leave

- Private study leave for the purpose of home-based revision will normally be taken within 6 weeks of exam date and normally runs from Monday to Friday.
- Postgraduate Doctors and Dentists in specialty training may take up to 5 days of private study leave per exam attempt at the discretion of the Training Programme Director.
- Private study leave is part of the annual 30-day study leave entitlement for Postgraduate Doctors and Dentists in training.
- Postgraduate Doctors and Dentists are not entitled to any expenses for private study leave.
- Private study leave is authorised by the employer to ensure safe staffing levels.

4. Equality Impact Assessment (EIA)

English Deans are committed to equality, diversity and inclusion (EDI), with a duty to eliminate discrimination, promote equality and ensure inclusive opportunities are available to all with regards to age, disability, gender, ethnicity, sexual orientation, religion or belief in the design and delivery of all our services. English Deans aim to meet and exceed their statutory obligations under the Equality Act 2010 by adopting a continuous improvement approach.

5. Expense Allowances

The maximum allowable amounts which Doctors and Dentists can be reimbursed for study leave activity are listed below. These allowances are derived from the NHS Terms and Conditions Handbook and may be subject to change.

Overnight Allowances

This is to cover all expenses whereby overnight accommodation is required for one night or more. If attending training in Yorkshire and the Humber overnight accommodation will usually not be supported.

Accommodation: For single occupancy only. In the event of shared occupancy only 50% of the costs will be reimbursed. Up to £120 per night for overnight accommodation outside of London, and up to £150 within London and overseas.

Non-Commercial Accommodation (staying at a friend or relative's accommodation): £25. This includes an allowance for meals. The address must be provided.

Meal Allowances

Evening meal allowance: £15, claimable when overnight accommodation is required.

Lunch allowance: £5, claimable when more than 5 hours away from base including the period between 12noon and 2pm.

The maximum meal allowance is £20 per 24-hour period. Meal allowances may not be claimed where catering is provided by the event.

Mileage

Individuals may claim for travel in their own car by the most direct route at the reserve rate of 30p/mile. Only the shortest mileage between primary place of work and destination can be reimbursed. Tunnel and bridge tolls will also be reimbursed if receipts are provided. Parking charges at your destination will normally be reimbursed.

Rail Travel

Postgraduate Doctors and Dentists should book advance tickets where possible to minimise costs and only the cheapest standard class rail fare should be claimed.

Taxi costs are not normally reimbursed and would only be considered in exceptional circumstances. Anyone claiming taxi fares would need to provide a demonstrable rationale. Taxis costs would not normally be allowed between home and the departure station but may be considered if returning home late at night and there is not a safe alternative.