

# PGMC (CUH) STUDY LEAVE GUIDELINES for FY2s and Specialist Trainees 1- 8

Study Leave Yearly Allowance for FY2's and ST1 to 8 is 30 days per year

## GUIDELINES:

All applications for study leave **MUST** be made using the current application forms:

- **PGMC Study Leave Application Form (for FY2's and ST1-8's) – COMPLETE THIS FORM FOR ALL STUDY LEAVE REQUESTS.**  
This form can be downloaded from our website [www.cam-pgmc.ac.uk/study-leave](http://www.cam-pgmc.ac.uk/study-leave)
- **HEE Study Leave Funding Application Form (ASPIRATIONAL) – This form MUST accompany the PGMC Form for any of the following reasons:**
  - **the Course is not a Curriculum Requirement** (see HEE link for Curriculum details: <https://heeoee.hee.nhs.uk/faculty-educators/study-leave/individual-requirements-school>)
  - **Total Fees and Course Costs (including Travel & Subsistence) are OVER £600 even if it is a Curriculum requirement (OVER £250 for FY2's)**
  - **an Overseas Course (as long as you meet the allowable expense / leave as noted below).** This form can be downloaded from our website [www.cam-pgmc.ac.uk/study-leave](http://www.cam-pgmc.ac.uk/study-leave)
- Useful link to HEE Study Leave Policy, FAQ's, Process Flowchart etc: [https://heeoee.hee.nhs.uk/Study\\_Leave](https://heeoee.hee.nhs.uk/Study_Leave)

## APPLICATION FORMS:

- Submit a separate form for each period of study leave requested.
- Incomplete, or incorrectly completed, forms will be returned to you.
- You **must** obtain the agreement and signature of your Educational Supervisor, Departmental Service Lead / Rota Co-Ordinator (and your TPD if the HEE Form is required) **BEFORE** submitting the application.
- Send your completed, authorised and signed, application form to the Study Leave Administrator, Postgraduate Medical Centre (PGMC), Deakin Centre, Box 111.  
[pgmcstudyleaveadmin@medschl.cam.ac.uk](mailto:pgmcstudyleaveadmin@medschl.cam.ac.uk)
- **All requests must reach the PGMC before the period of leave required (ideally, 6 weeks). NB: RETROSPECTIVE APPLICATIONS WILL NOT BE CONSIDERED.**

## OUR PROCESS:

- Upon receipt of your application form at the PGMC, you will be sent an acknowledgement email (usually within 2 working days)
- All applications, correctly completed on the required form and meeting the current Study Leave criteria, will be considered by the Medical Staff Study Leave Committee. The PGMC will inform you by email of the outcome of your application, and send you an appropriate Claim Form if applicable.
- If you have not received approval by email, please check with the PGMC office for the status of your application **BEFORE TAKING LEAVE** (PGMC contact details at the end of this document).

## EXPENSES CLAIMS:

- If your application for expenses is approved, PGMC will send you an Expenses Claim form (prior to your course attendance)
- Claim forms should be submitted to PGMC *after* the leave has been taken and should be accompanied by appropriate receipts and a Certificate of Attendance where applicable
- All Claims **MUST** be received by the PGMC within **ONE MONTH** of your course attendance
- Expenses are reimbursed through the monthly payroll system and can take up to 6 weeks before appearing on your payslip.

## ADDITIONAL INFORMATION

- Unused study leave entitlement cannot be carried forward to the next year
- Trainees who are on Out of Programme Experience are not entitled to Study Leave for this period unless occupying an OOP training post in this region.
- Parental leave – your entitlement to study leave continues and can be used for keeping in touch days
- Trainees working Less Than Full Time will receive a pro rata Days entitlement
- Honorary Registrars and Senior Registrars are eligible to apply for study leave within these guidelines unless otherwise stated in their contract of employment.

Allowable Expenses / Leave	Excluded Expenses / Leave
<ul style="list-style-type: none"> <li>Locally delivered teaching.</li> <li>Regional study days (including reasonable subsistence costs such as lunch and refreshments). Check the HEE website for Regional requirements for your specialty <a href="https://heeoee.hee.nhs.uk/faculty-educators/study-leave/regional-school-activity">https://heeoee.hee.nhs.uk/faculty-educators/study-leave/regional-school-activity</a></li> <li>Simulation training programmes</li> <li>Other regionally-commissioned internal courses which meet curriculum requirements, including leadership &amp; management courses, train the trainer courses and advanced communication skills courses</li> <li>External courses which are explicitly required by the relevant curriculum</li> <li>External courses which are a cost-effective way of delivering parts of the relevant curriculum</li> <li>Life support courses (e.g. ALS, ATLS, APLS) when these are curriculum requirements</li> <li>Other individual training needs required to meet the curriculum as agreed in individual trainee PDP (Check the HEE website for Curriculum requirements for your specialty <a href="https://heeoee.hee.nhs.uk/faculty-educators/study-leave/individual-requirements-school">https://heeoee.hee.nhs.uk/faculty-educators/study-leave/individual-requirements-school</a>ADD LINK)</li> <li>Examination Preparation Course (fees &amp; travel) NB: you must have ARCP outcome of 2 or 3 for exam failure</li> <li>When authorised, the cheapest method of travel is paid – mileage is payable at £0.28 per mile and any rail fares reimbursed will be at the standard class rate</li> <li>Exceptionally one PACES Course can be funded during training – Maximum contribution towards the Course Fee of £1000. No other expenses can be claimed towards this course.</li> <li></li> <li><b>Funding for overseas study leave will only be considered if one or more of the following criteria are met:</b></li> <li></li> <li><b>1. For conferences, when the applicant is the first author and sole presenter of a paper which has been accepted for a poster or presentation. This poster or presentation must be based on the trainee's own research undertaken as part of a clinical training programme or an NIHR recognized academic clinical fellowship or clinical lectureship.</b></li> <li><b>2. For other courses or activities when there is no equivalent course or activity in the UK. (for example, an international conference for a very small specialty which does not have a UK conference)</b></li> </ul>	<ul style="list-style-type: none"> <li>Enrolment on to training programme or payment for portfolio access</li> <li>ALS and other life support courses which are not curriculum requirements</li> <li>Statutory and mandatory training required by CUH (Any mandatory/statutory training courses, including life support courses that are employment requirements and not curriculum requirements should be funded locally by the employing Trust)</li> <li>Bursaries for medical education courses unless they are curriculum requirements</li> <li>Fellowships (e.g. simulation fellows)</li> <li>Professional examination fees (at any point of training)</li> <li>Courses for specialty examinations during Foundation Programme</li> <li>Interview Leave</li> <li>Overseas Travel costs (see opposite column for any allowable expenses in this category)</li> </ul>

Allowable Expenses / Leave	Excluded Expenses / Leave
<ul style="list-style-type: none"> <li>• <i>3. When the funding claimed to attend an overseas activity is less than that of attending the cheapest equivalent activity in the UK. It is the trainee's responsibility to provide evidence of this when applying for funding</i></li> <li>• <i>With the exception of criterion 3, funding will be limited to one overseas activity per training programme or one overseas activity every three years, whichever is the shorter interval; applications to attend overseas activities more frequently than this will be considered on a case by case basis and will only be approved in truly exceptional circumstances.</i></li> <li>• <i>Joint UK and Irish Society meetings will not be counted as an overseas conference when they are held in Ireland</i></li> <li>• <i>Study leave applications for overseas activity must be approved by the East of England PGD or the nominated deputy. It is the trainees responsibility to ensure the application is submitted to <a href="mailto:england.sudyleave.eoe@nhs.net">england.sudyleave.eoe@nhs.net</a></i></li> <li>• <i>for review a minimum of 6 weeks prior to the intended date of attendance.</i></li> <li>• <i>If a trainee meets the above criteria and their application receives prior approval, NHSE will consider funding either the cost of the course/conference fees or the cost of economy travel and accommodation whichever is the lower amount.</i></li> <li>• <i>Subsistence will not be paid for Overseas travel</i></li> </ul>	

*If you have any problems or queries please contact The Study Leave Administrator, ext. 217105 or email: [pgmcstudyleaveadmin@medschl.cam.ac.uk](mailto:pgmcstudyleaveadmin@medschl.cam.ac.uk)*