

## GUIDELINES FOR APPLICATION FOR LEAVE – CONSULTANTS

(Updated 28<sup>th</sup> January 2026)

### STUDY LEAVE

Item	Details
<b>Leave Year</b>	1 April – 31 March
<b>Entitlement</b>	10 days per annum (LTFT – pro-rata)
<b>Budget</b>	£650 per annum
<b>Carry-Over</b>	Unused study leave days and budget may be carried over for up to 3 years. <b>Carry-over for budget applies from 1 April 2025 onwards.</b>
<b>Maximum Over 3 Years</b>	30 days leave, £1,950 budget.
<b>Conditions</b>	Study leave may only be taken <b>subject to satisfactory completion of a job plan.</b>
<b>Application</b>	Apply via: <a href="https://accent.hicom.co.uk/Portal/Live/Web/">https://accent.hicom.co.uk/Portal/Live/Web/</a>
<b>Other Notes</b>	Examination fees are <b>not payable</b> Travel reimbursed at 30p per mile Study leave cannot be granted retrospectively

### Study Leave Team

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