

STUDY LEAVE POLICY ADDENDUM

Issued to:	All Doctors and Dentists in Training Postgraduate Centres Directors of Finance Associate Medical Directors of Education
Issued on:	23 rd September 2020
Purpose:	To summarise key additions to the All Wales Study Leave policy following COVID-19
Effective date:	5 th August 2020

Background

This addendum to the All Wales Study Leave Policy is effective from Wednesday 5th August 2020 and details key changes to the policy following COVID-19. This document is to be used in conjunction with, and read alongside, the All Wales Study Leave Policy for Doctors and Dentists in Training (January 2015) http://www.wales.nhs.uk/sitesplus/documents/1002/All_Wales_Study_Leave_Policy_-_January_2015.pdf

COVID-19 has impacted the delivery of education to Doctors in Training in several ways including cancellation/postponement of key training courses, regional teaching programmes and Royal College and Faculty exams. With the new training year commencing in August 2020 a number of changes have already been made and further are likely to take place in relation to the future delivery of education and teaching for Doctors in Training. These include an increased provision of online instead of face to face teaching and a roll-over of unused study leave and funding from the 2019/2020 training year to the 2020/2021 training year.

Online courses

Increasingly, specialties, Royal Colleges and training organisations are developing online teaching and training materials to replace the face to face teaching that has occurred previously.

Irrespective of whether the course the trainee wishes to attend is face to face or online, the application for study leave or funding must be submitted at least 6 weeks before the leave is required.

If the online course is deemed mandatory and delivered by HEIW through the Specialty Training School/Programme (i.e. Specialty induction, regional teaching), trainees should apply for study leave and/or funding via INTREPID as per usual (see Section 7 and 8 of the Study Leave policy).

If the course is not deemed mandatory nor delivered by HEIW, trainees will need to discuss this with their Educational Supervisor (ES) prior to submitting their application to ensure the course is appropriate and relevant to their educational needs.

To apply for study funding only, trainees should submit their claim on INTREPID as usual and enter '0' in the 'Number of Days' box. To avoid confusion for approvers and to avoid a possible delay in approval, trainees should include a brief explanation (i.e. funding only no days required) in the comments box.

Online courses often provide more flexibility than face to face events therefore, where applicable, we would advise trainees plan to complete online courses on a scheduled working day and request leave to enable this through the current study leave process.

Requesting Time off in Lieu

Study leave time taken to attend/complete courses/events counts as working time and so leave should normally be taken on rostered working days, this includes online courses which can be completed at a convenient time to the trainee.

However, if it is necessary to complete/attend a course/event on a non-working day (e.g. weekend or rostered day off) then a trainee is entitled to a day off in lieu. This must be included within the study leave application and trainees must agree this lieu day with their ES and a service manager i.e. rota-coordinator, Medical Personnel etc. at the time of agreeing the study leave. The lieu day should be taken within an agreed reasonable time frame of the event. Both the ES and the trainee must ensure the trainee does not breach their contract requirements on hours worked or the EWTD.

Study Leave funding rollover

As detailed in the Joint Statement on annual leave, study leave and public holiday arrangements for doctors and dentists in training during the Covid-19 pandemic (<https://heiw.nhs.wales/files/covid-19-trainee-doctors-and-dentists-annual-leave-statement/>) trainees who are continuing in a training programme in Wales will have their unused personal study budget from the 2019/20 year rolled forward into the 2020/21 year and added to their personal budget for that year, thereby ensuring no-loss of training funds support. HEIW is working with partners across NHS Wales to ensure this roll-over of funding is delivered.

As a result of this, the personal study budget allocation issued to each Doctor and Dentist in training for the 2020/21 training year will be unique. This personal study budget allocation will be available to view on each trainee's INTREPID account and will include the unused funding from 2019/20 plus the £600 (minus any top slicing for Obstetrics & Gynaecology and Core Psychiatry programmes) funding for 2020/21. Where this information is not available, or trainees believe the amount to be incorrect, they should contact their local Postgraduate Centre team in the first instance.

Regarding additional study leave days as detailed in the Joint Statement HEIW, Health Boards and Trusts have agreed to take a pragmatic approach to study leave requests in the 2020/21 study leave year, providing extra study leave where there is a demonstrable need for further training and professional development as a result of the opportunities lost during the pandemic response.

Frequently Asked Questions

What if I have completed online training but my time off in lieu is not supported due to the rota arrangements in my hospital?

Time off in lieu for online training should be prospectively agreed with your ES and service manager (i.e. rota-coordinator, Medical Personnel) in advance of completing the training. If your department cannot support your request for time off in lieu, we would advise that you raise this issue locally with your education manager and local faculty team who can help to support your request and identify a solution. Please contact your local postgraduate centre team who will be able to help.

My study leave request has not been supported locally can I appeal this decision?

As detailed in Section 11 of the Study Leave Policy a trainee who considers that their request for Study Leave or expenses is unreasonably refused has the right of appeal. This should be managed at a local level in the first instance involving the Education Manager or Local Faculty Lead however if this is not then resolved to the trainees satisfaction the case can be escalated to HEIW by contacting: HEIW.PGES@wales.nhs.uk

I am due to attend an event on a non-working day just prior to rotating to a new placement. When should I arrange my time of in lieu?

The lieu day should be taken within a reasonable timeframe of the event (either before or after with agreement) and within your current post prior to rotating to a different Health Board as time off in lieu cannot be carried forward to your next placement.

I am a new trainee to Wales how do I access the rollover allocation?

The rollover allocation (unused funding as a result of COVID) is only available to trainees who were in training posts in 2019/20 in Wales and are remaining in training posts in Wales in 2020/2021. Therefore, if you were not a trainee in Wales you cannot access any unused allocations from other regions.

I have already utilised my 30 days study leave entitlement and I still have essential courses to attend that I missed as a result of COVID

If, as a result of COVID, you can demonstrate that you have missed and still need to access essential education that you cannot access during your training placement, HEIW and your health board are committed to finding a pragmatic arrangement for you to take study leave to complete this training. Please contact your Training Programme Director to review and discuss your study leave needs to enable a solution to be identified.

I am on/will be on maternity leave during 2020/2021 can I still access my roll-over study leave allocation?

As detailed in section 6.1.7 of the Study Leave Policy, Trainees on maternity leave continue to be entitled to take Study Leave and expenses and so you can access this during your maternity leave, should you wish. If you wish to access funding after August 2021 you should discuss your outstanding requirements with your ES and TPD. Requests for expenses beyond August 2021 will need to be considered at a local level in the first instance. These discussions and agreements and missed educational needs should be documented in your e-portfolio for reference

I am OOP from August 2020 onwards. Can I access the roll-over funding allocation when I return to the training programme?

The Joint Statement details that funding will be rolled over from 2019/20 to 2020/21, therefore if you return to training prior to August 2021 and wish to access the funding it will be available in your allocation. Access to the funding after August 2021 cannot be guaranteed as it will depend on several factors including the duration of your OOP and future funding provision/arrangements. We would advise that you liaise with your ES and TPD to determine what outstanding requirements you may have as a result of COVID and clearly document this and your plans for completing this on your return to training in your e-portfolio. Any requests beyond August 2021 will need to be considered at a local level in the first instance.