Study leave reimbursement process – Lead Employer arrangements

Notes

Please note that all applications need to be submitted **prospectively** on Accent Leave Manager with estimated expenses, in line with the Study Leave policy. Please use **one claim form per activity**.

Applicant

1. Apply for study leave on Accent Leave Manager, as per the usual process. Ensure you have added estimated expenses to the initial application on Accent Leave Manager.
2. Ensure to liaise with approvers, if required, to obtain approval prior study leave start date
3. After the event, complete the study leave reimbursement claim form electronically (see guidance on early reimbursement on websites) (East Midlands website, West Midlands website)
4. Collate receipts
5. Submit the completed claim form and receipts via the process outlined below
6. Claims need to be submitted **within 8 weeks** of finishing study leave or receiving approval on Accent Leave Manager

Reimbursing administrator (see table below)

1. Once the claim along with the evidence is received, review the application on Accent Leave Manager
2. Is the application approved? Has the date of the event passed (see guidance on early reimbursement)? Has the claim form and evidence been received **within 8 weeks** of **finishing study leave or receiving approval** on Accent Leave Manager?
3. Check the claimed amounts are within the estimated amounts and within the entitlements
4. Check evidence submitted and liaise with applicant if necessary
5. Record authorised amounts on Accent Leave Manager
6. Process all claims by 1st of the month for that months' payroll (NHSE to run monthly reports to Lead Employers for payment)

Programme	Who processes the claim?	Where to submit claims
Public Health	NHS England	Submit claim via a ticket on Freshdesk
Dental Joint Training	NHS England	Submit claim via a ticket on Freshdesk
General Practice	Local GP Programme Office (**East**) NHS England (**West**)	**East:** Submit claim to local GP Programme Office **West:** Submit claim via a ticket on Freshdesk
Clinical Radiology	Training Trust (**East**)	**East:** Submit claim to local Study Leave coordinator at the Trust
Histopathology	Training Trust (**West**)	**West:** Submit claim to local Study Leave coordinator at the Trust
Community and Sexual Health	Training Trust	**East:** Submit claim to local Study Leave coordinator at the Trust **West:** Submit claim to local Study Leave coordinator at the Trust
Palliative Medicine	Training Trust	**East:** Submit claim to local Study Leave coordinator at the Trust **West:** Submit claim to local Study Leave coordinator at the Trust
Sport and Exercise Medicine	Training Trust	**East:** Submit claim to local Study Leave coordinator at the Trust **West:** Submit claim to local Study Leave coordinator at the Trust

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All other applicants	Employing Trust	**East:** Submit claim to local Study Leave coordinator at the Trust **West:** Submit claim to local Study Leave coordinator at the Trust

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