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NHS England

Accent Leave Manager – Applicant guidance



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Getting started

All applicants that have an active programme with NHS England will have an **active Accent Leave Manager account 8 weeks prior** to their programme start date. The email address linked to the account is the same as the **registered email in TIS** (Trainee Information System). The account will remain active for 8 weeks from the programme end date.

1. Accessing the system

To access the system simply use your registered email address and the Forgotten password option on the site (https://accent.hicom.co.uk/Pro/Live/web/).

If you have not received the login details or your email needs to be updated, please contact https://nhs-help.freshdesk.com/support/tickets/new?ticket_form=i_wish_to_submit_a_query_regarding_study_leave.

Please ensure to check your junk/spam folders for the email.

2. Password complexity

Once you have accessed the account you can update your password. This must contain 8 characters with at least one of each of the following in any combination:

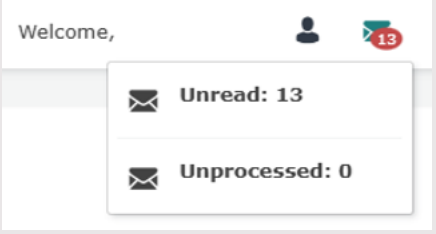
- An upper case letter
- A lower case letter
- A numeric digit e.g., 0-9
- A special character e.g. !,#,%



3. My Notifications

The My Notifications section allows you to access messages and alerts which have been sent to you.

- Notifications related to leave applications
- Notifications related to leave approval or rejection

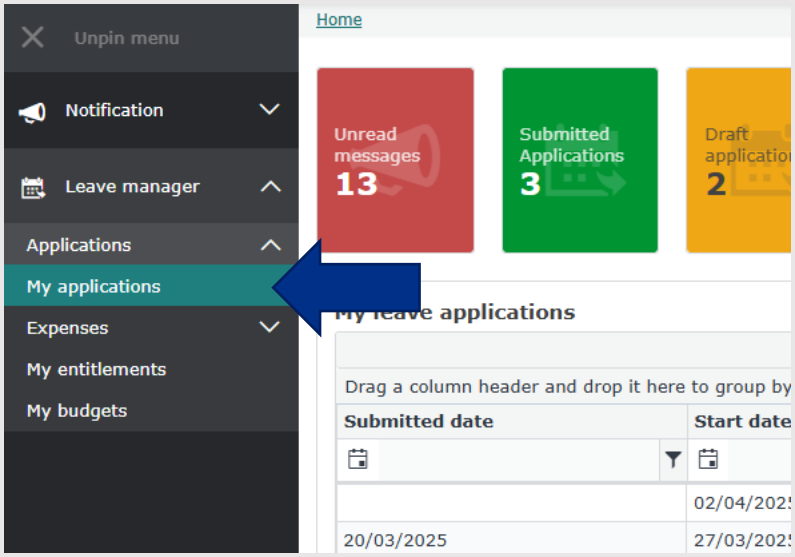


Most messages in Accent will include a link to the application to which it refers.

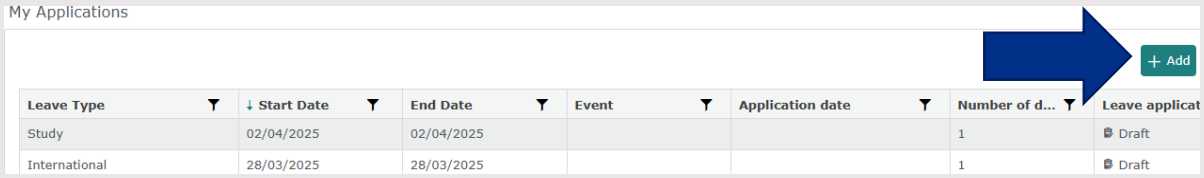
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4. Requesting study leave

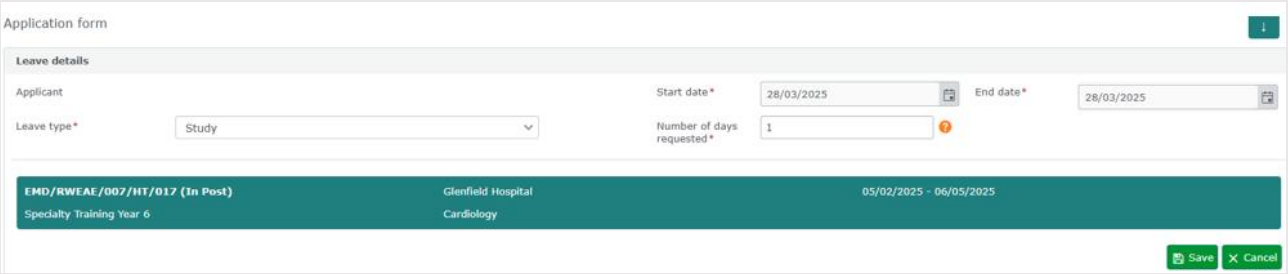
After logging, you'll see your Dashboard which shows a summary of your applications. On the left hand side is a menu which can be pinned. Go to Leave Manager, Applications then My Applications.



On this page you can see all of your applications. Click on the 'Add' button.



Through the application, you'll see all of the fields you need to complete marked with an asterisk.



Start by putting in the **Start Date** and **End Date** of your study leave. You can type these in, or use the calendar button to pick the dates.

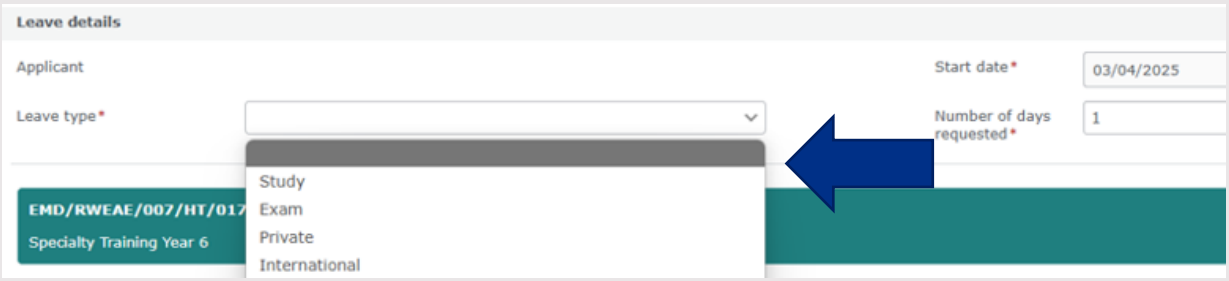
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The Number of Days field will **automatically populate** with the number of days between the start and end date. If you don't need to claim study leave time for any or all of this period, you can manually change this. So if you're only working for one of the dates, and therefore only need one day of study leave, you can change the number of days to '1'. If you're not working for the whole period and don't need to claim any study leave, **change number of days to '0'**.

Your post for the period of leave will be displayed automatically. If you're working in more than one post for any reason, select the appropriate post for the period of leave. If your post is missing, or the details are not correct, you will **need to contact the NHSE East Midlands Programmes Team on https://nhs-help.freshdesk.com/support/home.**

Once you've provided your leave dates, and have a post selected for that period of time, you'll need to choose your leave type.

- **Private Leave** is **only** for private exam revision, where no expenses are claimed.
- **Exam Leave** is only for attending exams.
- **International Leave** is for all international activity (does not apply when attending virtually).
- **Study Leave** is for all other activities.

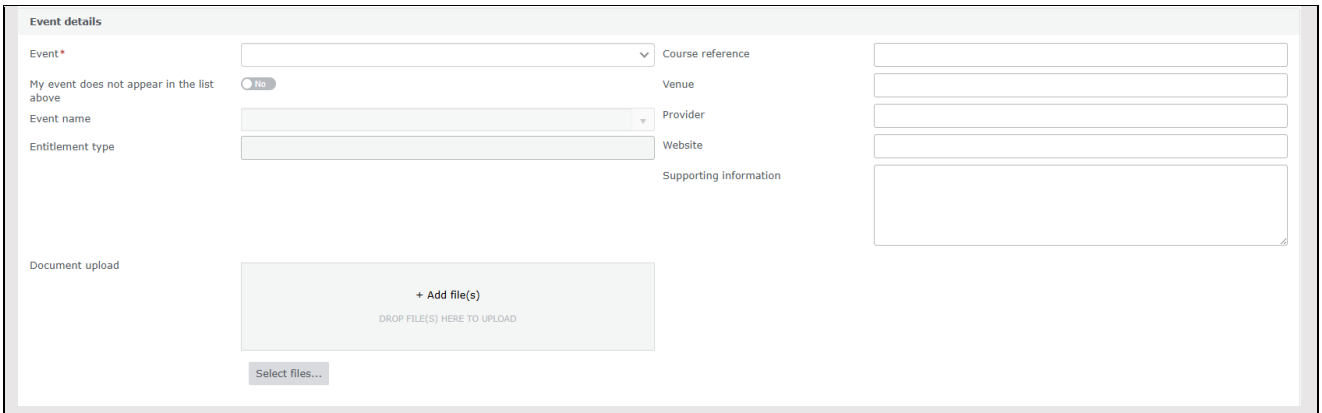


Once you're happy that the dates and type of leave are correct, click Save.

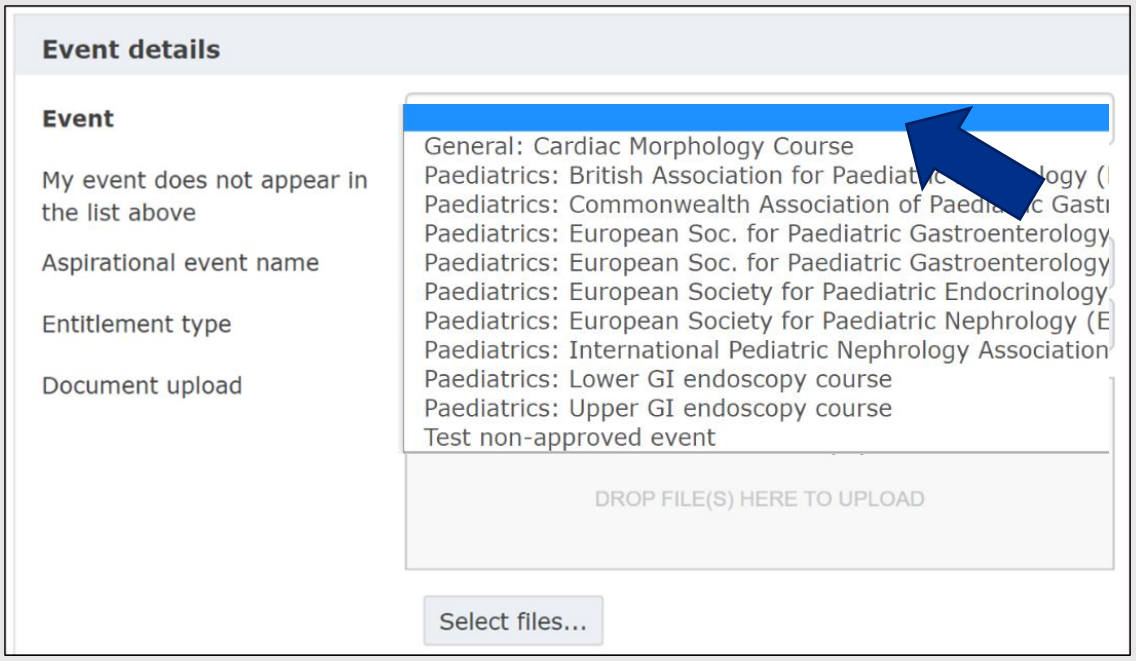
You'll be prompted to confirm that these details are correct. Once you click Ok, you won't be able to edit the dates, number of study leave days claimed, or type of study leave, so make sure you have the details correct.

After you click Ok, the Event details section will appear. Here, you'll be able to see your current entitlements for your reference, as well as complete the details for the activity you're applying for leave to attend.

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Click on the Event drop-down to see a list of approved Events for your training programme and grade at the time of your leave.



If you select a curricular activity from the drop-down list, this will only require the approval from your rota approver (and GP Programme Office – GP only). Any discretionary activity will require additional approval from your TPD. Any application with expenses above £1000 will go to your Head of School (except Dentistry) for approval and any international leave activity will also include the Associate Postgraduate Dean in the approval chain.

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If your activity is not in the activity list, click the toggle for “My event does not appear in the list above”

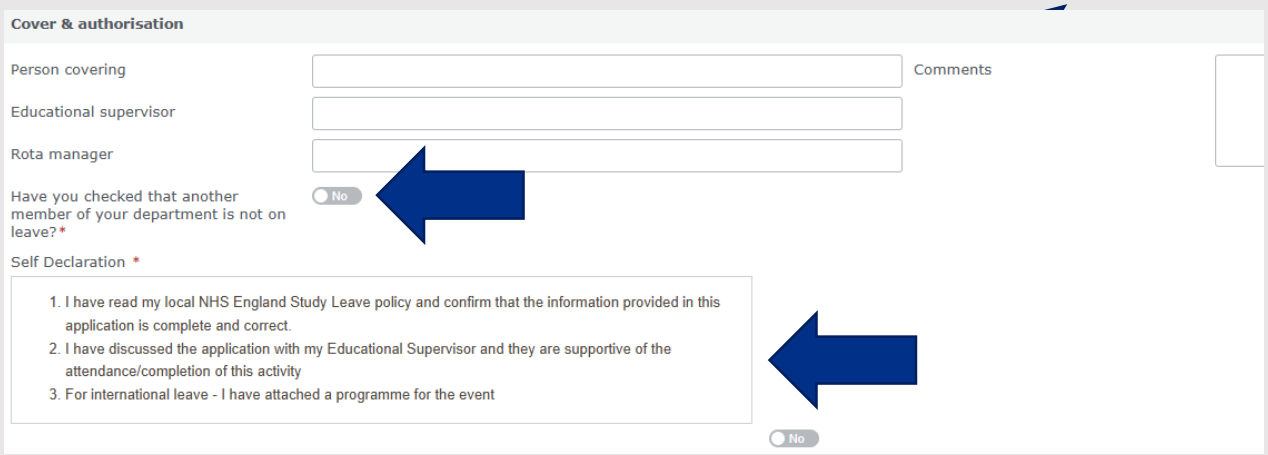


You’ll see that the Event dropdown is no longer available, and you can complete the Event Name field. You’ll see that toggling this changes the Entitlement type to Discretionary. It is important that you select the **appropriate activity or enter the correct name** for the activity you are applying for. Please also use the **Supporting Information** box to enter any relevant details – for international leave this must be populated to avoid delays in approval.

You can also choose to upload any relevant documents to your leave request, but this is optional. Note that for any discretionary leave it is useful to include information for example if you are **presenting at a conference**. For **international leave** please ensure that you **attach a programme** for the event and include any links and details of the event in the application

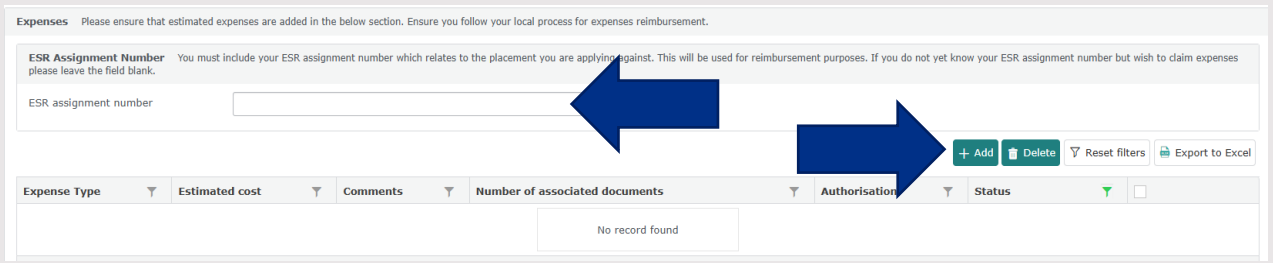
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Scrolling down, you'll see the Cover & Authorisation section. The Person covering, Educational Supervisor and Rota Manager fields are optional, but you must check to confirm that you've checked that another member of your department is not on leave. Another member of your department being on leave does not prevent your application being approved, but you should consider the availability of your colleagues to provide patient care when determining when to take leave.



Please note that all study leave applications should be discussed with your Educational Supervisor prior to submitting them. They should also be included in your PDP. The full Study Leave policy can be accessed here: www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave/Mainpage.

Scrolling further down, you'll find the Expenses section. To add expenses, click on the Add button. You can also enter your ESR Number which is saved for any future applications.

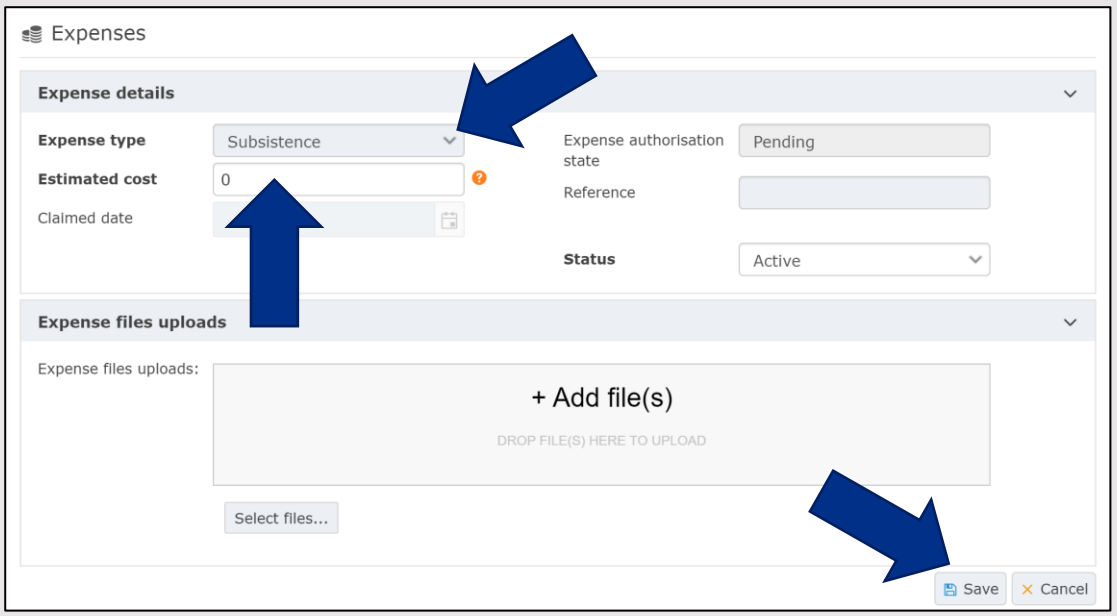


A window will appear for your to enter your expenses. First, choose the appropriate type of expenses from the dropdown. Remember that **fees cannot be claimed for exams** – only for Courses and Conferences.

Complete the Estimated cost. If you're unsure, just make your best guess, and you may want to overestimate rather than underestimate to avoid any issues claiming later. When

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you're done, click the Save button. **Note that any expenses not entered into your application cannot be claimed later**.

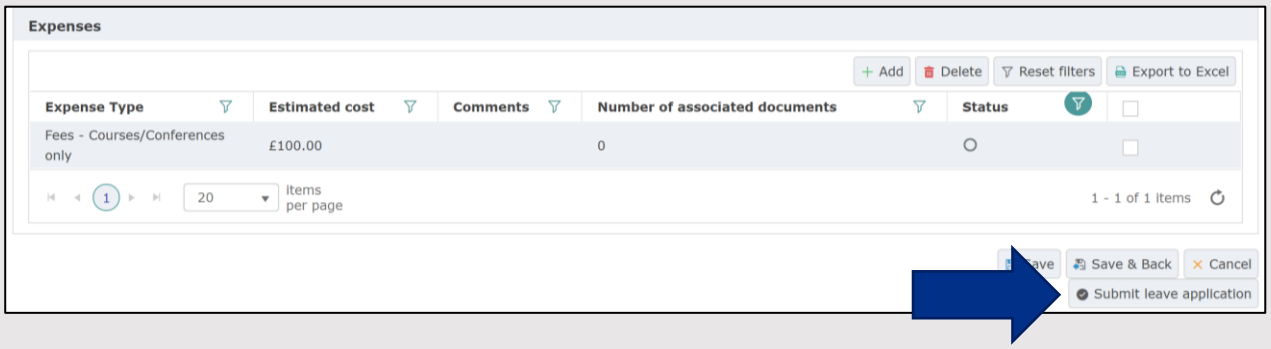


You'll see that your expense now appears in the Expenses section. Click Add to enter any additional expenses, until all of your planned expenses for this activity are recorded.



If you need to leave your application part way through, you can click the Save button to save a draft of your application. Please note that **this does not submit your request** – if you save an application in your drafts, you must go back and submit it before the activity takes place, or your leave and expenses will not be approved.

When your application is complete and you're ready to send it for approval, click Submit Leave Application.

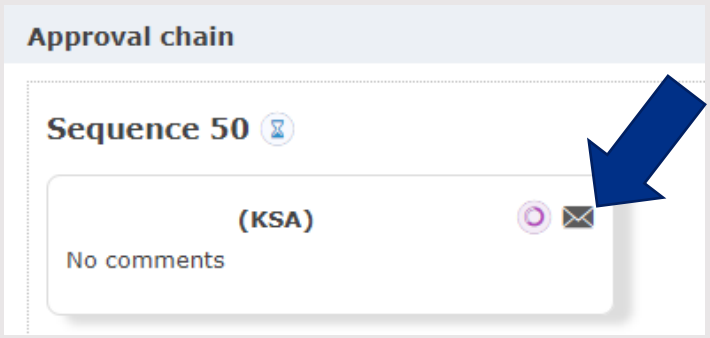


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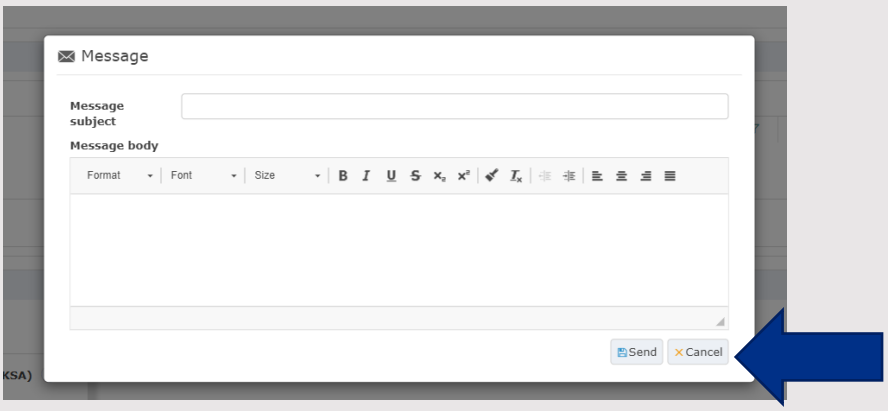
5. Messages

Applicants can message their leave approvers where the leave approver is at a pending state of the application.

A message icon appears next to the leave approvers name which allows for a message to be composed.

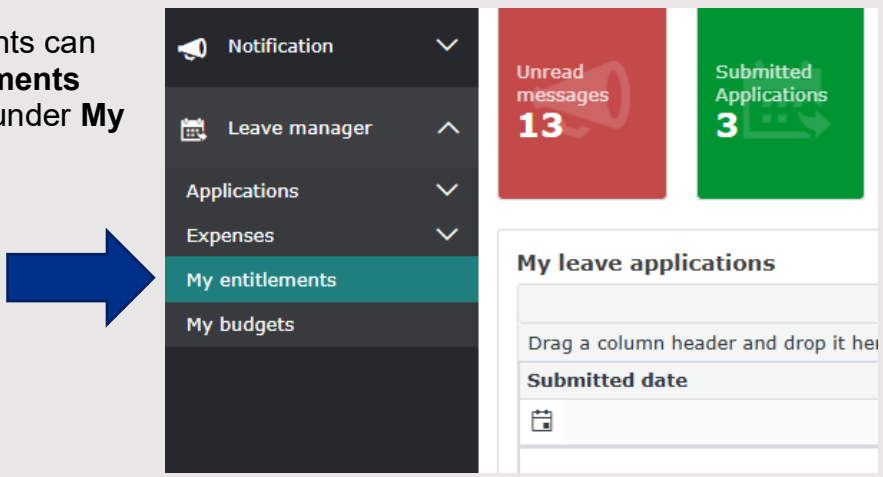


Once you select this, a box will appear allowing you to type your message and send.



6. Checking entitlements and budgets

Study leave days entitlements can be found under **My Entitlements** and budgets can be found under **My Budgets**.

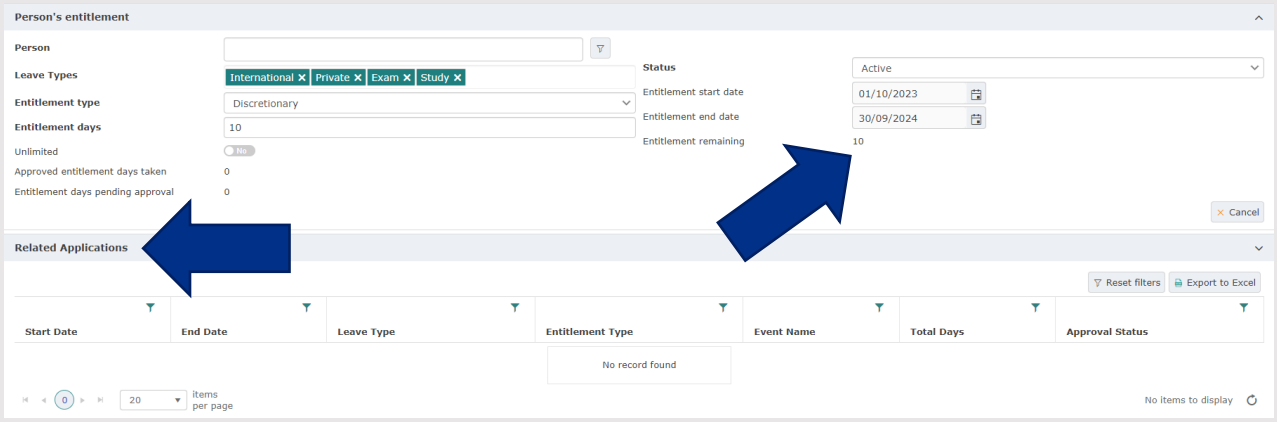


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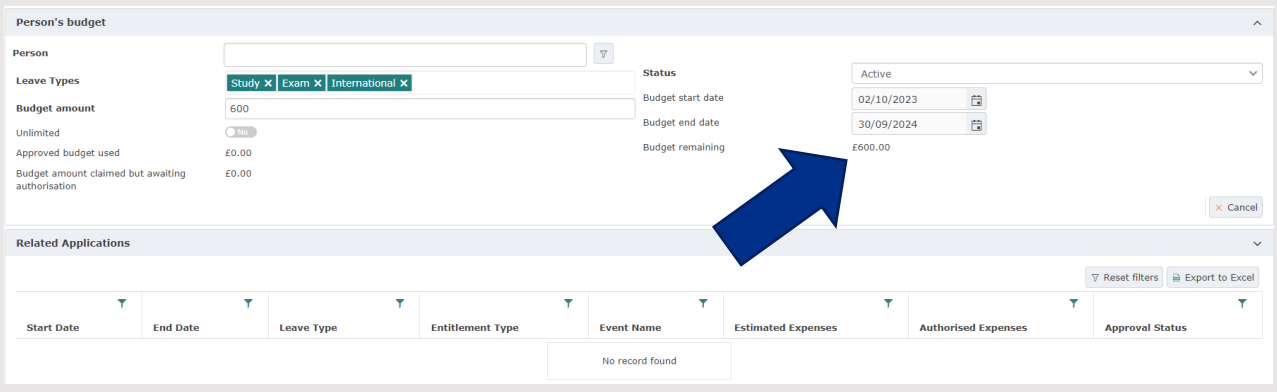
Here, you will see all your entitlements, what leave types they apply to, the start and end date of each entitlement, and what the total entitlement of days is. Be aware that this is the total entitlement for this period, not necessarily what you still have available.

Leave Type	Entitlement Type	Start Date	End Date	Entitlement
Study, Exam, Private, International	Discretionary	01/10/2023	30/09/2024	10
Study, Exam	Curricular	01/10/2023	30/09/2024	20

If you click on the individual entitlement you want to view you can see further details on the remaining days. You can also see all applications that are coming from this entitlement, as well as the approval status for each.



The same applies to budgets, going into the individual budget record will show you details of related expenses and leave types associated to the budget.

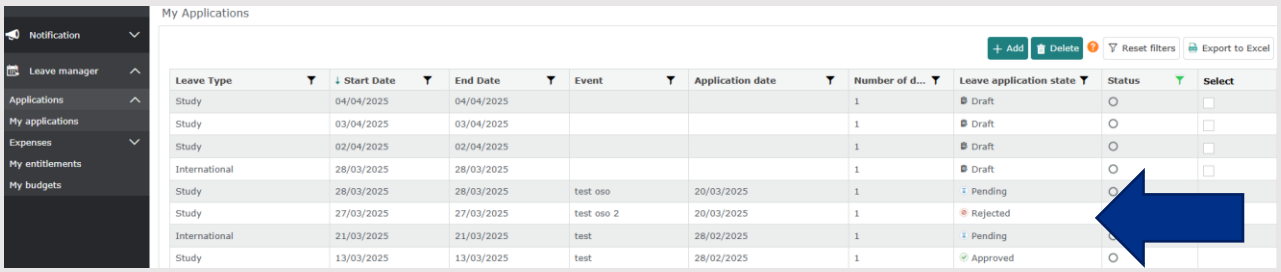


7. Managing existing applications and expenses

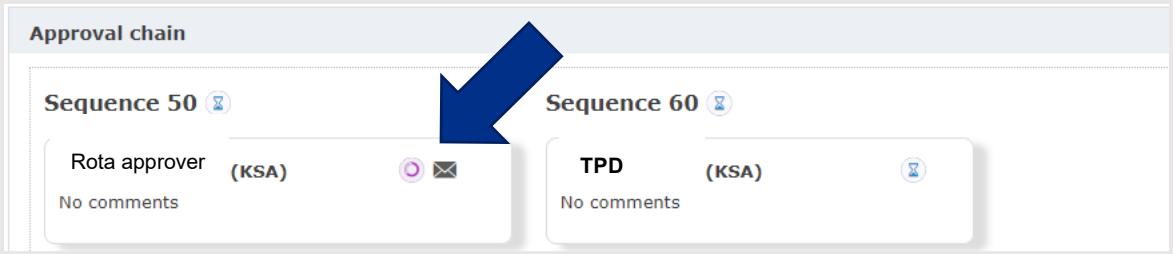
Once you have submitted your application, you can find a list of your applications in the ‘My Application’ tab in the left hand side menu.

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The page will show you a list of applications, with details of the application dates, activity name, number of days requested and the application state.



You can check the approval stage by going into the individual request. Pending icons will show you at which stage the application is in the approval chain. You will know which stage the approvers are pending as there is a **purple circle next to the approvers** name and a message icon.

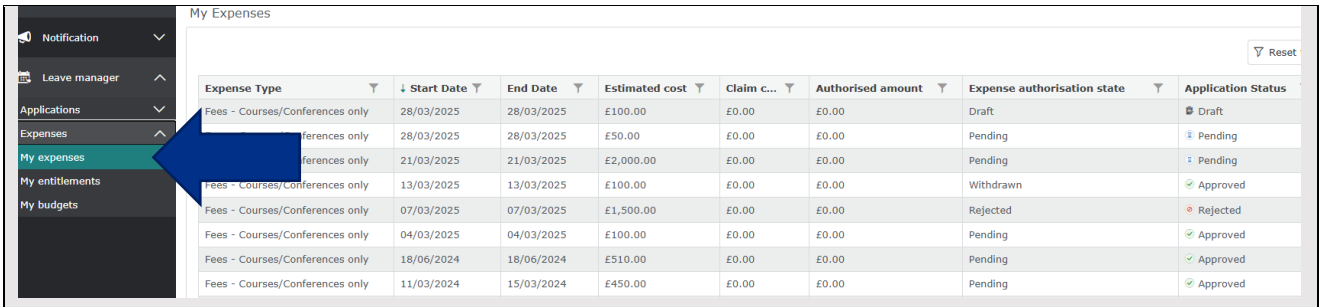


Please note that you cannot edit the details of the application once it is submitted. To change the number of days on the application or update the expenses on the application please contact your local Study Leave coordinator at the Trust or GP Programme Office, their contact details can be found on the website (www.eastmidlandsdeanery.nhs.uk/policies/study_leave/GettingSupport).

If you need to amend anything else, please cancel the application and resubmit. To cancel the application, go to the application itself and scroll down to find the **'Cancel application'** option. Each cancellation request needs to be actioned by your leave approvers.

Once you have submitted your estimated expenses with the application, you can find a list of your expenses in the 'My Expenses' tab.

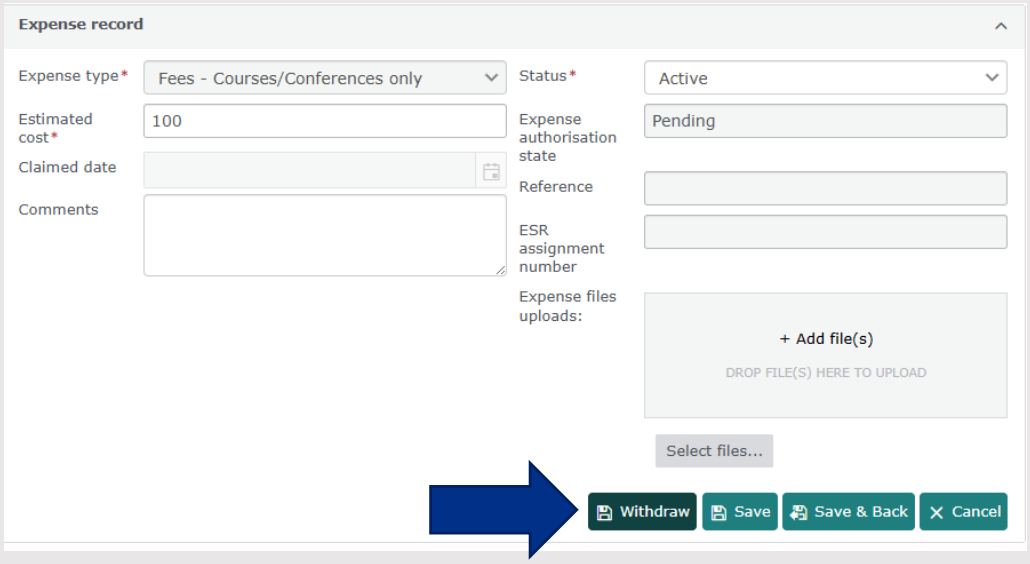
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The page will show you a list of expenses, with details of the application dates and amounts for the estimates, claimed and authorised amounts.

Please note that expenses are **'authorised'** once a claim has been processed by the Trust or GP Programme Office. For details on the reimbursement process please contact your local Study Leave coordinator at the Trust or GP Programme Office, their contact details can be found on the website (www.eastmidlandsdeanery.nhs.uk/policies/study_leave/GettingSupport).

If you no longer wish to claim expenses for an activity, you can 'Withdraw' the expense. To do this, click on the relevant expense record and then click '**Withdraw**'.



Guidance and resources

Further guidance and resources can be found on our website, please ensure that you familiarise yourself with the **Study Leave policy** available on the site before applying www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave/Mainpage

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