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NHS England

Accent Leave Manager – Leave Approver guidance



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Getting started

All leave approver accounts are created by the local NHS England team. Once your account is created you will receive a login link. If the link in the email has expired, please use the Forgotten Password option on the site (https://accent.hicom.co.uk/Portal/Live/Web/).

If you have any issues, please contact england.studyleave.em@nhs.net.

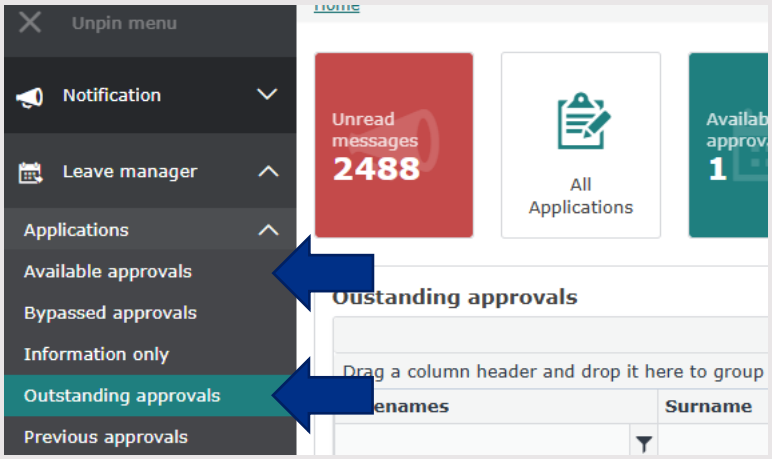
1. Leave applications

Once you are set up on the system, you can access applications through two ways:

- Outstanding and Available approvals tabs
- An automated email that an application is waiting for your action

If you are accessing the system for the first time, it's a good idea to check your **Outstanding and Available approvals** tabs. In case you are replacing a previous approver and outstanding applications have been moved to your account.

If you have received an automated email that an application needs your action, you need to **first log into the system** and **then click on the link in the email** which will take you directly to the application.



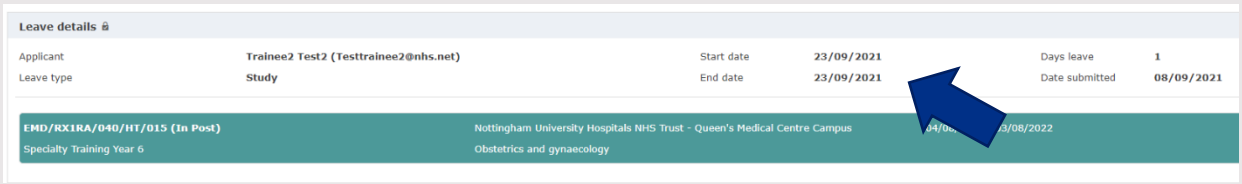
If you are not the only approver at the same sequence (e.g. more than one rota approver or TPD) and your colleague has already actioned an application, you can still view the application under **Bypassed approvals**.

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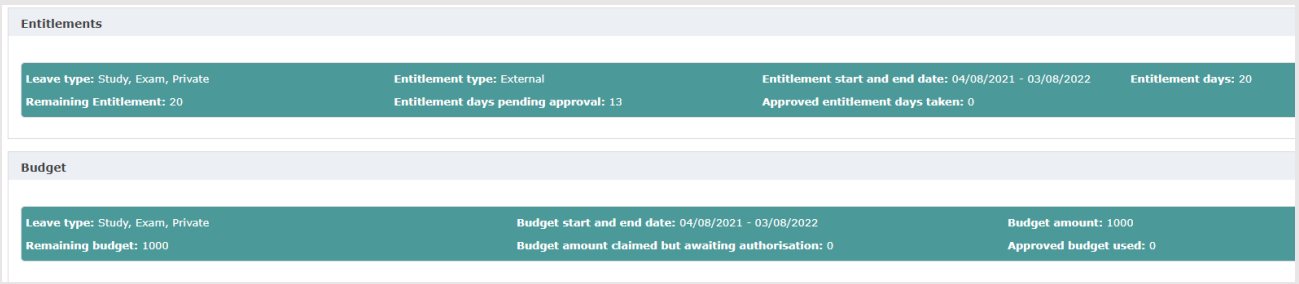
Similarly you can view your previously approved and rejected applications under **Previous approvals** and **Previous rejections**.

2. Application details

Once you access the application you want to action you can view the full details including the dates, post, number of days requested, event details, cover and expenses. If you are a **rota approver (sequence 50)**, you want to **only review** the dates, number of days requested and cover details. If you are an **educational approver**, the event details and expenses need to be taken into account when reviewing the application.



Accent Leave Manager will include entitlements for days and budget for all applicants, therefore applications **cannot be submitted above the set amounts**. If an application has been submitted you do not need to review any remaining entitlements as these are automatically deducted. Similarly, if an application is rejected or cancelled, these automatically go back into the applicants allowance.

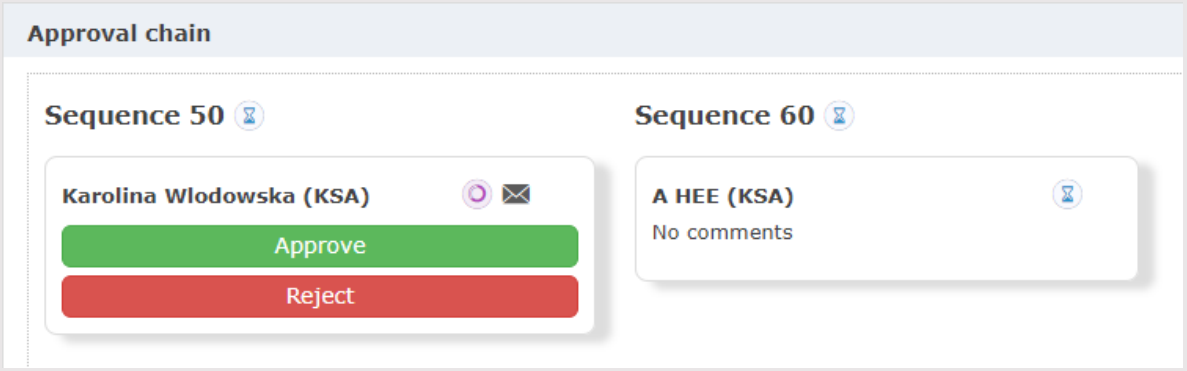


3. Approval chain

You might see different approval chains on applications depending on the application submitted by the applicant. If the application is for a **curricular event**, the approval is only required from the rota approver.

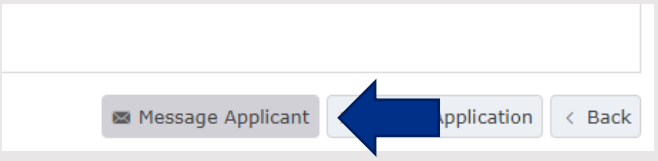
If an application is submitted for a **discretionary event**, the TPD will be added to the approval chain. If an application is above £1000 the Head of School (except Dentistry) will be added and for **international leave** the Associate Postgraduate Dean is added to the chain. The system will automatically apply the appropriate approval chain based on the application type and post.

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If you are **an educational approval** (TPD, HoS), leaving comments on approved applications is helpful for the next approver in the chain. Any rejected applications have mandatory comments.

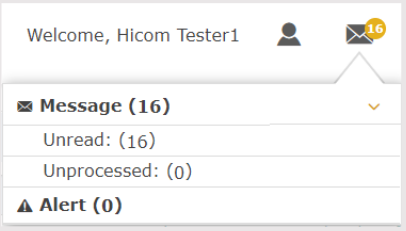
If there is any information missing from an application, you can also **message the applicant** instead of rejecting the application.



4. 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.

Guidance and resources

Further guidance and resources can be found on our website, including the Study Leave policy www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave/Mainpage

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