Study Leave Policy

NHS England - Midlands

Publication reference: v2026 - 01

Notes about this document

This document applies to all resident doctors and learners appointed to NHS England training programmes in the Midlands.

It does not apply to doctors who are not in formal NHS England postgraduate training programmes. This includes Specialty and Associate Specialist (SAS) doctors, as well as Medical Training Initiative (MTI) doctors: study leave for MTI doctors is the responsibility of their employing Trust, although NHS England provides limited access to postgraduate doctor events to facilitate training: please see our websites for further details about this support.

Defence resident doctors in Foundation and Specialty Training Programmes must apply to their Local Education Provider (eg, Trust) for study leave time but applications for study leave funding are submitted to the Defence Deanery. Only courses that are required for a defence resident doctors job role (eg, ALS) should be funded by the LEP.

It supersedes all previous versions and is effective from 5 August 2026.

Hard copies are not provided and should be avoided. All amendments will be published online on our websites (East Midlands, West Midlands)

Updates from previous versions

From 2024-01

- General Practice, Foundation and Public Health budgets
- Foundation taster leave applications
- Reimbursement for travel
- Out of sequence approval – approvers can now action applications at any time
- UK postcode must be included where travel expenses are claimed
- Supporting information for international leave

From 2025-01

- Contact details for new portal Freshdesk
- Updated activity list – curricular activity only
- Early reimbursement
- Mileage reserve rate
- Refresh of appeals process – additional guidance

We’re here to help

We hope that you find this document clear and informative. It is designed to help all those involved in study leave – resident doctor, dentists, learners, trainers, Trusts, and GP Practices. We understand that resident doctors, dentists, and learners are busy and have many conflicting demands, so we try to make study leave as straightforward as possible.

We welcome feedback so if you would like to provide some, please email us. Please don’t hesitate to contact us in the event of a query.

All resident doctors and applicants can now contact us on https://nhs-help.freshdesk.com/support/tickets/new?ticket_form=i_wish_to_submit_a_query_regarding_study_leave.

Enquiries from **Trust staff, Educators and other colleagues** can be directed to england.studyleave.em@nhs.net (East) and england.studyleave.wm@nhs.net (West).

Thank you.

Contents

Study Leave Policy 1

Notes about this document 2

Updates from previous versions 2

We're here to help 3

The policy 6

Introduction 6

Course Manager 7

Roles in NHS England Midlands study leave 7

Leave Applicants (resident doctors/learners) 7

Rota Approver (Sequence 50) 8

Educational Approver (usually TPD) (Sequence 20/60) 8

Study Leave Coordinator/GP Programme Office 8

Processing expenses 9

NHS England Study Leave Team (Midlands) 10

Types of Study Leave 11

Curriculum required 11

Discretionary (including Private and International Leave) 11

Study Leave Entitlements 15

Leaving/completing training 15

Parental leave 15

Study leave on non-working days 16

Out of programme (OOP) 16

Academic Training 16

Accent Leave Manager budgets 17

What study leave (time or expenses) cannot be used for? 20

Expenses 21

Queries 22

Appeals process 22

Appendix A – Contacts 24

Key local contacts 24
NHS England Midlands 24
Study leave queries – Medical and Dental Future Workforce 24
Recruitment/rotation queries – Programmes Team 24
Less Than Full Time (LTFT) training queries – Programmes Team 24
Out of Programme (OOP) queries – Programmes Team 25
ePortfolio/ARCP queries – Assessments & Revalidation Team 25
Revalidation queries – Assessments & Revalidation Team 25
Appendix B – FAQs 26
Appendix C – current Full Time Equivalent (FTE) entitlements 29
Foundation Postgraduate doctors 31
Parental Leave 32
Dentistry 32

The policy

Introduction

This document sets out the policy for study leave, in line with NHS England's support of funding for all curriculum required activities, for NHS England– Midlands. This policy applies to everyone appointed to a substantive training programme with NHS England, including all resident doctors, dentists, and learners, as well as those in Public Health training programmes (in this document, collectively referred to as 'resident doctors').

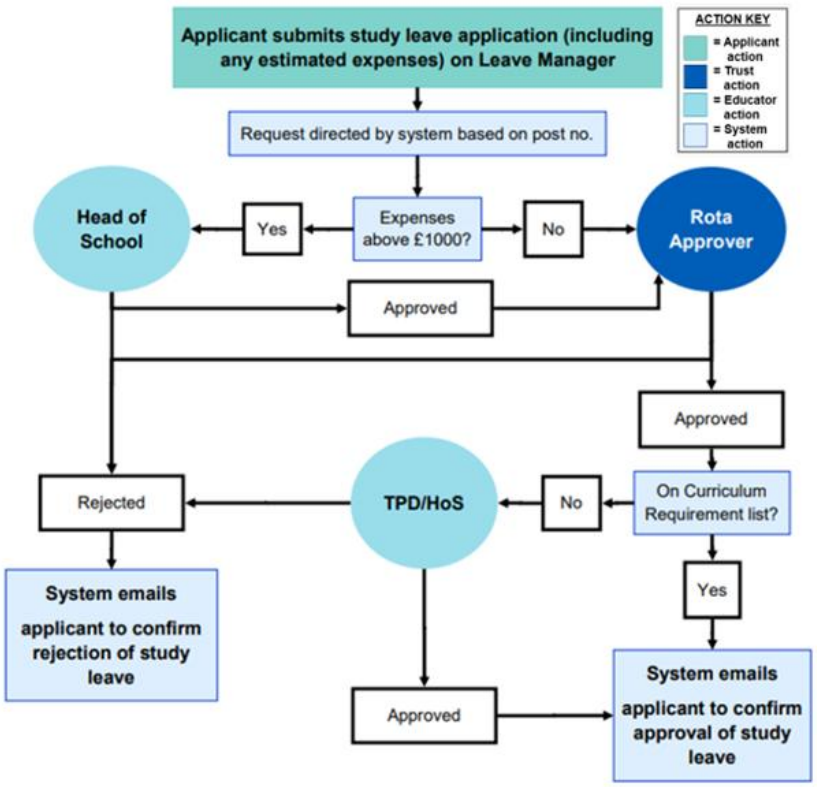
We use an online system called Accent Leave Manager for resident doctors to request approval for study leave activities. **All applications must be submitted in advance** using Accent Leave Manager. Retrospective applications are not permitted, and it is therefore not possible to submit a retrospective application on Accent Leave Manager.

In general, each resident doctor will have an annual entitlement of 30 days' study leave which is split into **'Curriculum required'** and **'Discretionary'** days. The next section, Types of Study Leave, covers the difference between the two. Accent Leave Manager will only allow resident doctors to submit applications which do not exceed their remaining entitlement.

For eligible resident doctors employed by Trusts, the previously available notional budget has been replaced with the provision of funding for the acquisition of curriculum competences. However, consideration may be given by TPDs for non-curriculum activities with the goal of supporting resident doctors to attain additional competences. Access to this budget is subject to the rules on study leave entitlements covered later in this document.

Schools produce a list of curricular activities for specific grades and programmes. Approval chains are short – in most cases with just one person required (to approve the time off). The Midlands study leave application process is generally as follows (see flowchart).

Applications may not always proceed as you expect. Please refer to Appendix B for potential reasons for this.



Course Manager

We also use a separate booking system for courses run by/through us called **Accent Course Manager**. This only applies to NHS England-run courses: Royal College courses and local training (among others) will **not** generally be available through Course Manager. If you have any queries/issues regarding Course Manager, please email the relevant team below.

Area	Contact email address
Secondary Care and Foundation	england.futureworkforce@nhs.net (Trust staff, Educators) https://nhs-help.freshdesk.com/support/home (Resident doctors)
GP and Public health	england.pccschools.midlands@nhs.net (Trust staff, Educators) https://nhs-help.freshdesk.com/support/home (Resident doctors)
Dental	england.dwd.midlands@nhs.net (Trust staff, Educators) https://nhs-help.freshdesk.com/support/home (Resident doctors)

Please be aware that these are currently separate systems; if you book onto a course through Course Manager, you must also request study leave (if required) through Accent Leave Manager.

Roles in NHS England Midlands study leave

Although the study leave process is centred around resident doctors and learners, support for the process is provided to various stakeholders with different responsibilities. Our website has various resources providing this guidance.

Leave Applicants (resident doctors/learners)

Responsible for:

- Familiarising themselves with the Midlands study leave policy and any relevant Trust/Practice/Programme policies and guidance.
- Submitting **leave requests** within an appropriate timeframe (**6 weeks+**) and including estimated expenses that will cover their needs.
- Contacting their **local Study Leave Coordinator/NHS England proactively** and prospectively if they have any issues doing so or if something needs to be amended.
- Managing their study leave days and budget appropriately and requesting changes proactively through the appropriate route as necessary.

- Submitting **expense claims** with the required evidence and information in line with their employer's or programme's process, and in an appropriate timeframe (**within 8 weeks** of completing the activity or, exceptionally, within 8 weeks of the leave request being fully approved; whichever is later).

Rota Approver (Sequence 50)

Responsible for:

- Confirming that a resident doctor/learner can be released from/is not scheduled for the rota on their requested study leave day/s.
- Confirming any cancelled leave requests.
- Doing both within an appropriate timeframe (we suggest **within 7 days** of receipt).

Unless the Rota Approver is also the resident doctor/learners Training Programme Director/Head of School (which is rare), they are **not required to assess the educational suitability of an activity**. This will either have been done by the School already (and therefore is on the curricular activity list), or the TPD/HoS will appear after the Rota Approver in the approval chain to review the educational suitability of the application.

Educational Approver (usually TPD) (Sequence 20/60)

Responsible for:

- Assessing the educational and financial suitability of the request for the individual resident doctor/learner, considering the availability of alternative comparable activities, equity of access for other resident doctor/learners, individual progression, stage of training and career aspirations.
- Doing both within an appropriate timeframe (we suggest **within 7 days** of receipt).

NOTE: Educational Approvers (TPDs) do not receive requests for curricular activities included in the list.

Study Leave Coordinator/GP Programme Office

Responsible for:

- Providing information and guidance at Trust/GP Programme inductions/for new starters regarding local study leave process.
- Providing information and guidance on NHS England Midlands policies and systems as well as local processes.
- Processing of expense claims (using local Trust/Lead employer processes).
- Providing information/updates where required to NHS England on Rota Approver changes.
- Act as the first point of contact for applicants locally.

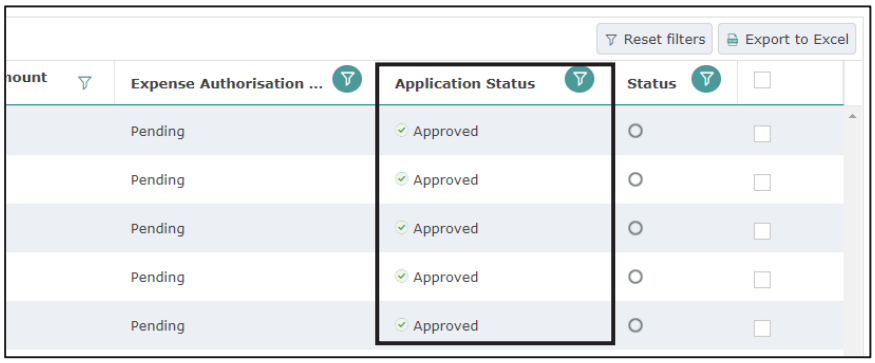
- For General Practice, Study Leave Coordinators (in this case, GP Programme Managers) will also act as approvers at Sequence 40 (**East Midlands only**)

Processing expenses

Local Study Leave Coordinators/GP Programme Managers are responsible for processing expenses and marking them as authorised (**Passed for Payment**) on Accent.

1. Log into Accent Leave Manager and go to All Expenses tab. Search for the expense record using resident doctor details and find the expense record that matches the claim form being processed.
2. Check that the leave request is approved (Application Status: Approved). This can be seen on a) the right of the Expense record or b) from the All Expenses page from column with Application Status.





If the request has not been approved, please follow the guidance below ("What if the leave request has not been approved but the resident doctor/learner submits a claim?")

3. Each expense record will appear separately in the All Expenses page.

NOTE: Different expense types (eg, Fees, Subsistence – Accommodation, Travel – Mileage) should be recorded as distinct rows.

4. On the Expense record check that the amount of the claim doesn't exceed either the amount approved (Estimated Cost), or the remaining budget (on the right-hand side of the expense record) and is in line with the approved expenses and rates set out in the study leave policy.

5. Complete the following fields
    - **Claimed amount** (the actual cost incurred by the resident doctor/learner from the receipts. NHS England will use this for reporting and monitoring purposes)
    - **Authorised amount** (the amount being paid to the resident doctor/learner. This should not exceed the Estimated Cost originally by the resident doctor/learner).
6. Enter today's date in **Date paid**.
7. Click **Save**. This will automatically populate **Claimed date** with today's date; please wait for it to do so.
8. Record any comments as appropriate.
9. Click **Save**. Repeat as necessary for any other expense types.
10. For any estimated costs not being claimed by the resident doctor/learner, complete both **Authorised Amount** and **Claim Amount** with 0, and click **Reject**. This will release the funds back to the resident doctor/learner's budget entitlement.

NHS England Study Leave Team (Midlands)

Our responsibilities include, but are not limited to:

- Policy updates – regular communication with Study Leave Coordinators and Medical Education Managers.
- Provision of study leave funding.
- Provision and maintenance of a study leave recording system.
- Provide information and guidance at School/Programme inductions/for new starters regarding the overall study leave process.
- Support complex/technical queries and provide support/authorisation/ratification for Study Leave Coordinators as appropriate.

NHS England also includes other teams responsible for other aspects of resident doctor/learner training, such as placement details (Programmes Team). You can find contact details for our other teams later in this document.

What don't we do

Although we receive many queries that we can help with, anything we receive relating to the below will be redirected to the appropriate person/team as it is outside of our remit.

- Process study leave expenses – this is done by Study Leave Co-ordinators.
    - We will process expense claims for Public Health learners, and those Academic doctors who are employed by Higher Education Institutes (HEIs) and GP applicants for West Midlands only.
- Support Course Manager

    - This is a separate service to book **places** on courses, rather than booking study leave. You can book your course places here: https://accent.hicom.co.uk/CourseManager/Live/HEEM/Web/
    - You can find more information and support on the dedicated Course Manager webpage.
- Approve leave requests - this is done by Rota Approvers and Educational Approvers.
- Manage placement information (sites, dates, grades, and specialties) – this is managed by our Programmes Team that can be contacted on https://nhs-help.freshdesk.com/support/home (Resident doctors).

Types of Study Leave

Study leave allocations are divided into two categories: curricular and discretionary. Please see Appendix C – current FTE entitlements for allocations for each programme/School. The TPD can request a change to the ratio of curricular to discretionary leave, providing this applies to all resident doctors/learners at the same stage of the training programme. This is usually done annually in advance of the start of the academic year.

Curriculum required

This will include:

- Locally delivered teaching, for example, weekly afternoon teaching and monthly regional teaching and any protected teaching time within job plans. Generally, this leave does not need to be applied for on Leave Manager; however, some Trusts require resident doctors to do so. Resident doctors are advised to check in each Trust as processes could be different around the region.
- Exams mandated by the curriculum.
- Any courses or activities mandated by the curriculum.

Resident doctors/Learners should inform their TPD and/or Head of School should they feel that they are not receiving their entitlement of curriculum required study leave.

Examination Leave

- Examination leave can be given for examinations that are part of the structured training programme and necessary for the acquisition of a CCT.
- Examination leave can only be approved with pay and expenses (not including professional exam fees) within the United Kingdom.
- Professional examination fees are never reimbursed.
- Subsistence and travelling expenses claims to and from the venue may be payable if set out in the original application and subsequently approved. For examinations in Ireland, second-class rail and the cheaper of flight or ferry will be paid.
- Only examinations that are required for the curriculum are classed as curricular leave: any exams that are not required are classed as discretionary leave.

Discretionary (including Private and International Leave)

Discretionary leave is for events that are not required to obtain curricular competences, but may support the acquisition of curricular competences, as well as extracurricular activities that support your overall development. It also includes Private Study Leave and International Leave.

Private Leave

Private Study Leave can be taken for up to 5 days per year and should **only** be for exam preparation immediately prior to the exam. This comes out of the discretionary allocation.

NOTE: Because Private leave is only used for personal exam preparation, expenses **cannot** be added to private leave requests. Requests for activities incurring costs must be submitted as Study leave requests, even when a day of study leave may not be required (see Study leave on non-working days).

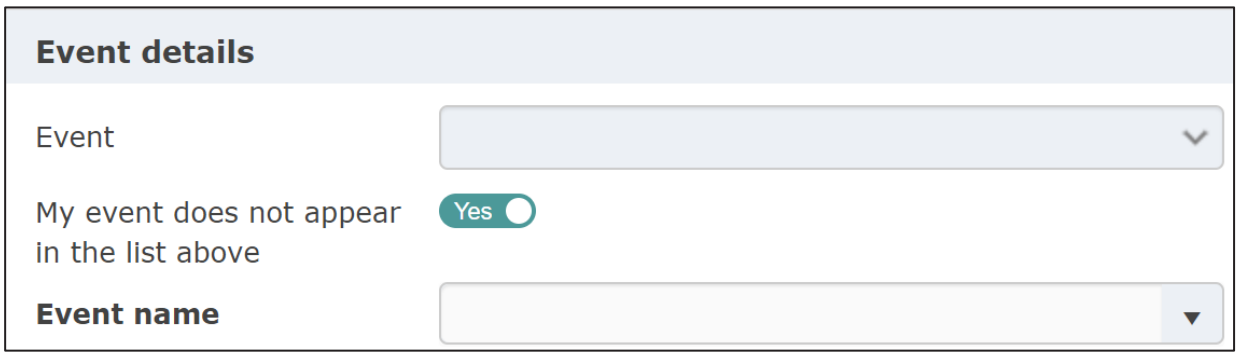
'Curricular' and 'Discretionary' activities

You will see from the list of activities available on our website that all activities suggested by your School/Programme are categorised as curricular.

"Curricular" activities are those that are either activities that are explicitly required for completion of your curriculum (such as membership exams), or those support learning that is explicitly required for your curriculum that cannot/cannot easily be acquired/evidenced in the normal course of your training programme. As the latter suggests, some activities may not be explicitly mandated by your curriculum, such as NHS England's Leadership and Management course, but allow evidencing competences that might not otherwise be easy to evidence. These activities **only** require the approval of the time off by the Rota Approver – the Educational Approver (TPD) will not receive these requests. If you submit an application for a curricular activity which includes expenses above £1000, this will be reviewed by the HoS as well as the rota approver.

"Discretionary" activities are those that support evidencing or acquiring curriculum-required competences, but that are not themselves necessary: this would include activities like exam revision courses, that may help with passing the exam but are not **required** to pass the exam. This also includes activities that are not necessarily linked to curriculum required competences but may add value to a resident doctor's career and/or to the NHS.

"Discretionary" activities require the approval of the Rota Approver, followed by the Educational Approver, who will generally be the TPD or Head of School. They are both requested by completing the **Event name** box on Accent. To apply for an activity that is not listed in the drop-down list, applicants should click the toggle that says **My event does not appear in the list above**. You can then give the activity name in the **Event name** box.



Whether activities are defined as curricular or discretionary is determined by the TPD and Head of School, usually on an annual basis, but can be reviewed at any point. Any Discretionary activity reviewed by the TPD can be supported for full, partial funding or time only. The TPD will determine how appropriate the activity is for your stage of training, the value for money and ensure the budget is approved fairly across the programme.

Advanced Life Support (ALS)

It is recognised that no specific course is required to achieve curriculum capabilities. The required capabilities can be effectively learned through a 'life support' course covering the required areas in sufficient depth. The Resuscitation Council UK's Advanced Life Support (ALS) is such a course that delivers these capabilities and has evidence to support an improvement in patient outcomes. NHS England therefore supports the use of study leave funding to attend ALS courses, where the training programme believes it to be the most effective and efficient way of delivering the capabilities. Trainees are encouraged to undertake the blended delivery 'e-ALS' for first time candidates and recertification for future attendance.

Course fees will usually be reimbursed up to £300, this is the upper limit of what is considered to be a reasonable cost to run an e-ALS course. However, Deans' discretion should be used in individual cases where due to uncontrollable factors the cost is higher, or a two-day course is required. In no circumstances should the resident doctor be expected to make up any shortfall. In cases where the employer requires certification, but the capabilities have been achieved via other routes or are not required by the curriculum then it is expected that the employer will cover the cost.

International study leave

Overseas courses/conferences will not be included on the list of curricular activities unless attendance is an explicit curriculum requirement. One international conference or meeting, providing all other curriculum requirements are met, will be considered for each resident doctor for any one programme, which can be defined as Foundation, Core, Higher or otherwise every three years (so as not to disadvantage applicants on a run-through programme).

An overseas conference/meeting where the individual will attend remotely (not in person) will usually not be considered as international study leave. However, the suitability of the specific

conference/meeting and remote attendance fee should be discussed between the applicant and their ES/equivalent. The TPD/equivalent should also be consulted to confirm the impact factor and quality of the specific international leave proposed. Where particularly expensive, approval will usually require the discretion of the local Postgraduate Dean or their representative.

Consideration may be given to funding for international activities if the course/conference is an appropriate aspirational activity in line with a resident doctor's PDP and has the approval of the TPD or Head of School. For approved international study leave applications, NHS England will consider funding **either the full cost of the course/conference fees or the full cost of economy travel and accommodation**; whichever is the lower amount. For commercial accommodation, in alignment with the agreed maximum rate for study budget claims within the UK, the overnight rate should not exceed £150 per night. Subsistence expenses will not usually be reimbursed by NHS England.

The course/conference must provide a clearly stated curriculum outcome. **A full programme should be provided** in the application, and any **supporting information** must be included in the provided field on Accent Leave Manager. A report recovering the entirety of the leave may be requested after attendance. Any contribution to funding of such leave will need the prior approval of the NHS England local Postgraduate Dean. If further periods of international study leave are required this will be considered on a case-by-case basis by the Postgraduate Dean, and budget allowing. All requests must be submitted via Accent Leave Manager, under the 'International' leave type.

As part of the approvals process, requests to attend overseas study courses/conferences will only be considered in very exceptional circumstances. Such circumstances include:

- for the presentation of significant research findings from within an NIHR recognised academic clinical fellowship or clinical lectureship
- for the presentation of research undertaken as part of a clinical training programme
- where the training course is not available in the UK

For international study leave requests where the individual will be presenting, such applications will normally take priority.

If attending an international opportunity is evidenced to be cheaper than a UK alternative/equivalent, then the international opportunity will usually be approved and would not count as the one occurrence above. If service requirements prevent attendance at a UK based educational opportunity, an international alternative/equivalent could be considered. Evidence for both must be provided in the original application on Accent Leave Manager by the applicant.

Should the request be approved, expenses would be supported as though it is a UK-based activity, meaning the following costs can be claimed:

Cost	Details
Course/conference fee	Does not include printing costs, publication costs or abstract submission costs where separate to the conference fees.
Overnight accommodation	In line with NHS Terms & Conditions of Service rates specified in the Expense rates section
Subsistence (food)	In line with NHS Terms & Conditions of Service rates specified in the Expense rates section
Travel (mileage)	From home to and from point of UK exit/entry, in line with NHS Terms & Conditions of Service rates specified in the Expense rates section
Travel (public transport)	From home to and from point of UK exit/entry

As with all expenses claims, receipts must be provided for all expenses (except for non-commercial accommodation and food claims in line with NHS Terms & Conditions of Service). If an individual wishes to fund a period of international study leave by other means, the ES/equivalent should still ensure the activity aligns to the curriculum or PDP. This must be the case for any period of international study leave irrespective of how it is funded. Courses that include leisure activities should be scrutinised. Only the educational component may be supported.

Study Leave Entitlements

The study leave year runs from changeover date in August to the changeover date the following August except for programmes with nationally agreed start dates in September, where the leave year is September to September. Unused study leave days cannot be carried forward to the next leave year. This applies regardless of a resident doctor's grade progression dates.

Leaving/completing training

Entitlement to study leave ends once a resident doctor leaves a training programme, including following successful completion (CCT). Resident doctors are not entitled to study leave from NHS England during their Period of Grace: this should be requested and managed in line with the employing Trust's process.

Parental leave

Resident doctors on parental leave should not be expected to attend study leave activities but will receive a reduced entitlement for this period to cover limited activities (please see Parental Leave in Appendix C). This can be expanded on request, but resident doctors

returning from parental leave may also want to consider accessing the Supported Return to Training (SuppoRTT) programme for additional support; please see Appendix A for contacts.

Study leave on non-working days

For study leave taken over weekends, bank holidays and days when you would not otherwise be working you can either take time off in lieu or not declare those as time off in the application process (by entering 0 for study leave days when submitting the leave request).

If you wish to take time in lieu, you must

1. Apply for the original leave date (on weekends/bank holidays/non-working days) prospectively on Accent.
2. Agree arrangements for taking the time off in lieu be discussed with your employer/department **prior** to taking the initial study leave.

Please note that this represents NHS England's support for time off in lieu: **it does not supersede any policy by your employer** regarding time off in lieu.

Out of programme (OOP)

Resident doctors on Out of Programme Experience (OOPE), Out of Programme Research (OOPR), Out of Programme Pause (OOPP) or Out of Programme Career Break (OOPC) are not entitled to study leave for the period they are out of programme. In exceptional circumstances and at the discretion of the Postgraduate Dean, study leave funding during other OOP types may be considered for curriculum-based activity.

Applications for individuals on OOPT will only be approved and funded where there is clear evidence linking the application to the specific curriculum requirement. Where uncertain, this will be at the discretion of the 'base' Postgraduate Dean (RO). The resident doctor's base local office will be responsible for approving requests and any resulting funding.

The individual's employer is responsible for reimbursing costs who may or may not be associated with the base or the host local office. Liaison between relevant local offices should therefore take place to ensure smooth administration. Where an individual chooses to take study leave while OOP, that individual would then not be eligible to apply for, and have funded, that same element again upon re-joining their training programme.

Academic Training

Only applications related to postgraduate clinical training should be made using Accent Leave Manager. Study leave related to academic research that is additional to the acquisition of the relevant GMC approved curricular competencies should not be funded by the Study Leave budget, but through the funding source for the resident doctor's academic research, for example, via the University.

Accent Leave Manager budgets

From April 2018, as part of the Enhancing Junior Doctors' Working Lives programme, we have moved away from a 'notional individual annual allocation' of study leave funding, with the new system supporting all elements of the delivery of all resident doctors' curriculum on approved secondary care sector training programmes, including all Trust-funded posts, and discretionary courses that add value to the individual and support the wider system.

Our Heads of Schools and Training Programme Directors monitor and evaluate the range of funded educational activities undertaken by resident doctors, to ensure that it is fit for purpose, providing quality and value for money. To support this in the Midlands, threshold approvers (Head of School) have been set up within the system to monitor and authorise any applications exceeding a total of £1,000 in expenses. There is no specific individual budget set for all eligible resident doctors.

Those on Dental training programmes receive slightly different financial entitlements; please see Appendix C – current FTE entitlements.

Applying for study leave

Where a course is offered by NHS England locally within the region, funding will not generally be approved for the same/similar course delivered by an external provider.

Applications should be consistent with the aims of the resident doctor's personal development plan (PDP), as agreed by their Educational Supervisor. This should be discussed **before** the leave application is submitted on the system.

For any programme specific guidance relating to the application process please see our websites (eg Dental, Foundation, GP): East Midlands website, West Midlands website.

All study leave activities for which you want to use study leave days or budget must be applied for through Accent Leave Manager prospectively, including any appropriate expenses, and should generally be submitted on Accent Leave Manager at least **6 weeks** before the period of leave; this includes any application for study leave time only, or if you only wish to claim expenses (Study leave on non-working days). **NOTE:** Learners in **Public Health and Longitudinal Dental Joint Training** must make rota arrangements outside of Accent Leave Manager as rota approvers are not included in the approval chains.

All relevant expenses need to be listed separately in the request (course fee, public travel, mileage, accommodation and subsistence). Where travel in the morning is not possible to the venue of an event due to an early start time and/or travel arrangement, NHS England will support travel the day before the event (days and expenses).

Submitting leave requests containing knowingly false information may be considered a probity concern; if you are found to have deliberately submitted incorrect leave requests

to claim funding, this may be reported to your Head of School and the Revalidation Team. Examples that may be considered include (but are not limited to):

- Leave requests submitted with knowingly incorrect dates, such as where the leave was not requested prospectively per policy or selecting a date different from when the activity actually occurred.
- Selecting an 'approved' activity when this clearly does not reflect the actual activity attended.
- Submitting Estimated expenses with your initial application, then claiming amounts significantly more than this (mitigating circumstances may exceptionally be considered if you were genuinely unaware of the likely costs)

How to claim expenses

Claims for reimbursement of expenses must be made to the resident doctor's Employing Trust/Training Trust/GP Programme Office as soon as possible after the leave has taken place, and **within 8 weeks** of the leave being completed or the Accent leave request being approved: whichever is later. Claims submitted outside of this timeframe will not be reimbursed unless accompanied by a letter setting out the exceptional circumstance that led to the delay and may be subject to additional review by NHS England.

Early reimbursement

From 1 October 2025, we have enabled the option in Accent Leave Manager to allow for early reimbursement. This applies to claiming the course/conference fee, public transport and accommodation expenses, where a valid receipt can be provided. Expenses for subsistence and mileage need to be claimed after the activity is complete.

Claims can only be made against leave that was prospectively submitted using Accent Leave Manager, where the estimated expenses were included on the application, and the leave application has been approved; this applies even when the activity takes place on a non-working day (see Study leave on non-working days). Resident doctors are therefore reminded to include all estimated expenses on their application.

- If you have difficulty submitting a leave request or forget to include costs on your application, contact the local Study Leave Coordinator as soon as possible to resolve this (East Midlands Trust contacts, West Midlands Trust contacts)
- Retrospective requests for leave requests/expenses to be added will not be accepted unless the local Study Leave Coordinator or NHS England Study Leave Team has been contacted ahead of the activity.

Valid receipts or bank statements, are mandatory for making a claim. Please note that, in line with NHS Terms & Conditions of Service, receipts are not required for non-commercial accommodation or food. For any expenses paid in a foreign currency, evidence must be provided of the exchange rate applied at the time of payment, such as a bank statement showing the GBP cost.

Resident doctors are responsible for ensuring that they have followed the appropriate GP Programme Office/Lead Employer/Trust process for submitting expenses, as well as for including all necessary information and evidence. Trusts should pay all reasonable expenses approved on Accent Leave Manager, in line with applicable rates, without exceeding the estimated amount submitted and approved on Accent Leave Manager (additional approval may apply)

Expense rates

Assuming that the activity is approved for funding, either by being on the School's approved list for the stage of training, or by the TPD/HoS as appropriate, the course/conference fees will be funded as charged (minus any credit card charges, conversion fees, or similar additional inappropriate expenses as detailed in the Expenses section of "What can study leave (time or expenses) not be used for?" later in this document). In addition, the following expenses will also be supported at the relevant rate:

Allowance	**Cost**
Overnight allowance (commercial – for example B&B/Hotel)	£120.00 £150.00 (within London)
Overnight allowance (non-commercial – such staying with family or friends)	£25.00
Meals allowance (maximum per 24-hour period)	£20.00
Meals allowance (lunch – more than five hours away from base, including the lunchtime period between 12.00-14.00)	£5.00
Meals allowance (evening meal – more than ten hours away from base and return after 19.00)	£15.00
Mileage (using the 'Reserve Rate' quoted in the NHS Terms and Conditions of Service – Table 7, Section 17 – in line with paragraph 17.19 of the same policy located here)	
All travel payable at a single rate Venue must be stated in the application, including a UK postcode. Note: home to base mileage is deducted and you will be reimbursed for any additional mileage resulting from travel to the study leave venue.	£0.30 per mile

Parking – please ensure that you opt for the most cost-effective option available (as in long vs short stay).	Funded
Public Transport	
Standard class rates unless it can be demonstrated that a higher class (such as first class) was the cheaper option. Venue must be stated in the application, including a UK postcode. Public transport should be chosen as the primary option for travel, unless there are exceptional circumstances. Taxis/Ubers will not be reimbursed as standard.	Funded

Rates quoted are those published in the NHS Terms and Conditions of Service, which are updated online from time to time. Accommodation rates have been increased nationally in agreement by NHS England and are as stated above.

Accurate as of 1 June 2026.

What study leave (time or expenses) cannot be used for?

- Leave for Mandatory Teaching expected of your employer (statutory and mandatory training), or other employer-related leave.
- Qualifications such as ALS/ATLS/APLS required for clinical practice by your employer **unless they are also an explicit requirement** for your current curriculum.
- Interview Leave, including GP Selection Centre, Specialty Training or Consultant interviews.
- Resident doctors should seek advice from their Trust about applying for Professional Leave in these situations (local arrangements may apply).
- Ceremonies, observerships, or clinical attachments.
- Higher Degrees, including PGCerts, Masters, and PhDs, not required for CCT.
    - When, exceptionally, a higher degree is a mandatory requirement for CCT then Study Leave time and finance can be considered as a contribution to the necessary costs. These should normally be managed by the School through NHS England's School Deputy Manager rather than claiming discretionary funding; discuss this with your TPD and/or Head of School.
    - The funding of postgraduate diplomas and degrees must be rationalised by an established link to the curriculum and a commitment that the qualification will be integral to the doctor's future career.

    - It will be necessary for the programme to objectively demonstrate that the acquisition of these competencies is most efficiently achieved by providing resources for the programme's resident doctors to undertake the degree, rather than to achieve the same outcome by providing resources in support of more traditional opportunities in-programme.
- Meetings to present papers. Resident doctors should be encouraged to present papers at academic and clinical meetings. The decision as to whether associated costs would be considered will depend on whether the meeting concerned is judged by the TPD or Head of School (the educational approver) as relevant to the curriculum and/or an aspirational activity that is beneficial to the resident doctor's development.

Expenses

Inappropriate costs for study leave, which will not be funded, include:

- Retrospective applications and/or expenses that were not estimated on Leave Manager.
- Examination fees – including START assessment in line with national policy.
- Membership/ongoing subscription fees.
- Credit card charges, currency conversion charges, Visas or application fees.
- Conventions.
- Ceremonies.
- Equipment, including books.
- Publication, abstract submission, or printing costs (such as poster printing).
- Car insurance
- Car hire
- Fuel charges
- Taxis/Ubers (only considered due to disability or shared if proven cheaper with supporting evidence)
- Childcare costs (for parental leave guidance contact england.supportt.mid@nhs.net)
- Low emission zone charges
- Any costs where evidence of payment cannot be provided (such as receipts or bank statements), except for non-commercial overnight stays and food claims in line with NHS Terms & Conditions of Service.
- Costs that do not relate to the period of study leave.
- Expenses exceeding the specified rates.

Queries

Please address any queries to either your local Study Leave Coordinator or to the NHS England Study Leave Team (Midlands). On our websites you can find contact details for Trust Study Leave Co-ordinators and portal links to NHS England teams: East Midlands contacts, West Midlands contacts.

Appeals process

In most cases, issues can be resolved by reference to the policy, or with the support of the Study Leave Coordinators in Trusts and the Study Leave Support staff at NHS England, so if you're having issues, we would encourage you to try those routes first.

However, the study leave process provides a mechanism by which resident doctors can appeal against a decision where they have evidence that the process that led to the decision was not followed correctly; or that there appeared to be bias, resulting in unfair treatment; or that new information has been made available that was not known at the time of the original decision and may have influenced the outcome.

Appeals will be triaged by the Midlands Study Leave Support Officer to determine if the request can be managed administratively and to determine whether the appeal:

1. has been submitted correctly and contains sufficient information to proceed,
2. meets the appropriate grounds for appeal, and
3. may be resolved at an operational level without progressing to the full appeal stage.

If it cannot, the appeal will be reviewed by the MDFW Senior Manager for NHS England Midlands, and the Associate Postgraduate Dean for study leave.

Appeals against the decision of the MDFW Senior Manager and/or the Associate Postgraduate Dean will be reviewed by an appropriate panel in line with NHS England's National Study Leave Appeal Process ('HEE National Study Leave Appeal Process'), which will include the Postgraduate Dean or a delegate, a Head of School (HoS)/Training Programme Director (TPD), resident doctor representative, and a member of NHS England's Workforce, Training, & Education (WT&E) directorate. Panels will consider the information provided on the form; attendance by the appellant is not required. However, appellants may request to attend (with or without a representative, e.g. a trade union representative), provided this is stated when submitting the appeal form.

Appeals must be submitted **within four weeks** of the date the original refusal was communicated. Appeals received after this timeframe will not be processed.

Please complete the appeal form with the outline of your appeal (the date/s of the leave, the activity, the decision that you are appealing against), and the grounds upon which you are appealing. The process does not support simply disagreeing with the decision made but must be because you have **evidence** that the process was followed incorrectly, that you

were unfairly treated due to bias, or that there is new information available that may have influenced the original decision.

You will receive email receipt of your appeal submission: please reply to this email with any evidence you have that supports your grounds for appeal as above.

A written response outlining the outcome of the appeal and the reasons for the decision will be emailed to the resident doctor/applicant **within 20 working days** of submission. Any delays to this will be communicated.

NHS England reserves the right to refer appeals back to the Trust or Employing Authority where resolution sits within their remit. NHS England also reserves the right not to consider further appeals where the supervising clinician, Trust, or Employing Authority has correctly applied study leave guidance.

The decision of the appeals process is final, and no further right of appeal is available.

As part of the ongoing development of the Trainee Information System (TIS) for Study Leave, NHSE will work to incorporate functionality to capture appeals data to support anonymised reporting and analysis.

Appendix A – Contacts

Key local contacts

East Midlands Study leave coordinators and GP Programme Offices:
www.eastmidlandsdeanery.nhs.uk/policies/study_leave/GettingSupport

West Midlands Study leave coordinators:
www.westmidlandsdeanery.nhs.uk/support/trainees/study-leave/trust-contacts

NHS England Midlands

Study leave queries – Medical and Dental Future Workforce

Study leave is managed through Accent Leave Manager, which system allows you to leave to attend events to support your training. The system is self-service, but if you have any queries, the team can help you.

- england.studyleave.em@nhs.net (Trust staff, Educators)
  https://nhs-help.freshdesk.com/support/tickets/new?ticket_form=i_wish_to_submit_a_query_regarding_study_leave (Resident doctors) – Study leave/Accent Leave Manager
- www.eastmidlandsdeanery.nhs.uk/policies/Study_Leave/Mainpage
  england.futureworkforce@nhs.net (Trust staff, Educators)
  https://nhs-help.freshdesk.com/support/home (Resident doctors) – Accent Course Manager and other School queries

Recruitment/rotation queries – Programmes Team

You should contact them if you have any queries about your rotation or if you have anything to tell them that affects your rotation, including (but not limited to) parental leave, compassionate leave, or long-term sick leave (lasting more than 14 **calendar** days), or you want to resign from your programme.

- https://nhs-help.freshdesk.com/support/home (Resident doctors)

Less Than Full Time (LTFT) training queries – Programmes Team

If you have (for example) child-caring or other caring responsibilities, health concerns or individual developmental opportunities, you may wish to consider working Less Than Full Time. You should also contact them if you want to change your LTFT percentage.

- https://nhs-help.freshdesk.com/support/home (Resident doctors)

- www.eastmidlandsdeanery.nhs.uk/policies/ltft

Out of Programme (OOP) queries – Programmes Team

If you would like to spend time out of your training programme, whether for clinical training (OOPT), clinical experience (OOPE), research (OOPR) or for a career break (OOPC), you can contact the team to discuss this.

- https://nhs-help.freshdesk.com/support/home (Resident doctors)
- www.eastmidlandsdeanery.nhs.uk/policies/oop

ePortfolio/ARCP queries – Assessments & Revalidation Team

All doctors on GMC-approved training programmes must be assessed at least annually, in line with GMC requirements. The team arranges the ARCP panel meetings, as well as providing support for the various ePortfolio systems.

- https://nhs-help.freshdesk.com/support/home (Resident doctors)

Revalidation queries – Assessments & Revalidation Team

All fully GMC-registered doctors (usually from F2 onwards) are subject to revalidation. If you have any queries about your revalidation, you should contact the team who will be able to help. You should also return your completed Form R Part Bs to the team.

- https://nhs-help.freshdesk.com/support/home (Resident doctors)
- www.eastmidlandsdeanery.nhs.uk/policies/revalidation

Appendix B – FAQs

The event I want to apply for does not appear on the curricular list

On the application, the resident doctor should select the option which says they want to apply for something which is not on the list. This will ensure that the appropriate educational approver is included in the approval chain.

There are not enough days remaining

Accent Leave Manager will only allow resident doctors to submit applications which do not exceed their remaining entitlement (see Appendix C – current FTE entitlements for Full Time Equivalent entitlements). The remaining days must be in the correct category (curricular/discretionary) for the event. If there are no days remaining in the correct category, the application cannot be submitted. If there are not enough days remaining the number of days being applied for will need to be reduced so that they are within the remaining entitlement.

If you have sufficient days in one category and wish to exchange it to another, please contact your TPD, stating how many days need to be exchanged. Forward the approval from your TPD to the NHS England Study Leave Support Officers via Freshdesk, who will then be able to amend your entitlement.

For doctors in Foundation Training Year 2, two applications can be submitted for aspirational activities, including courses and specialty exams. If this applies to you, you must discuss your request with your Educational Supervisor and submit the application through Accent Leave Manager. This will then be approved by your FTPD or Foundation Programme Co-ordinator on their behalf. Please ensure that approval from your FTPD is gained prior to attending the event. Neither foundation school will grant study (taster) leave for exam preparation. See Foundation CPD Guidance for more detail on our websites.

There is insufficient money available in the budget

You can check your assigned budget in the My Budget section of your Accent Leave Manager account: eligible resident doctors with no set budget, will see that the budget is set to ‘Unlimited’ with a ‘£0’ value. Please note that this does not mean that all spend will be approved: only that there is no individual budget.

For dentists, your budget for the year will be noted here. For Dental budgetary arrangements please see Dental study leave principles and guidance.

Application doesn’t yet show as Approved

Resident doctors and relevant approvers will receive email notifications of the decision made at each stage of the approval process. If a resident doctor is waiting for longer than expected, they should contact the relevant approver; the pending leave approver can be checked by opening the relevant leave request in the Accent Leave Manager section of their account and scrolling down to the Approval Chain section. You can message your current

approvers directly in Accent if you do not have their email. If this does not resolve the issue, please contact your Study Leave Coordinator at the Trust or GP Programme Office (East) (see Appendix A for contacts).

Expenses don't yet show as Authorised

Expenses are marked as authorised when the claim has been submitted to the resident doctor's employer, training Trust or GP Programme, and have been authorised for payment. For guidance on who to contact (see Appendix A for contacts).

Accent Leave Manager says that "There are no approvers available for this placement, please select different dates or placement"

This can mean one of two things. Firstly, please check the dates of your leave. Per the Study Leave Policy, all study leave must be applied for **in advance** of the leave taking place. You will not be able to submit a retrospective leave request and will trigger this error: please check and correct the dates of your study leave. If you are attempting to submit a leave request for an activity that has already taken place, please email your Study Leave Coordinator at the Trust or GP Programme Office confirming the following:

- Your name
- Your GMC/GDC/PH number
- The date/s of study leave
- The activity you are applying for
- A breakdown of any expenses you wish to claim
- The venue, course provider, and any other details to be included in your application
- The reason/s your request was not submitted prospectively.

If the dates are correct and are not retrospective, this usually means that Leave Approvers are not set up for this post. This may be because it is a new post number (Leave Approvers are attached to post numbers). Please contact the NHS England Study Leave Team who can investigate and set up the approvers as appropriate.

Post information is not correct/missing on Accent Leave Manager

Staff at NHS England East Midlands need to update the training record. Please contact the Programmes Team (see Appendix A – Contacting NHS England Midlands) who can ensure this is resolved.

Educational approver (TPD/Head of School) can't see the leave request.

TPD/Head of School approval is only required for 'Discretionary' activities

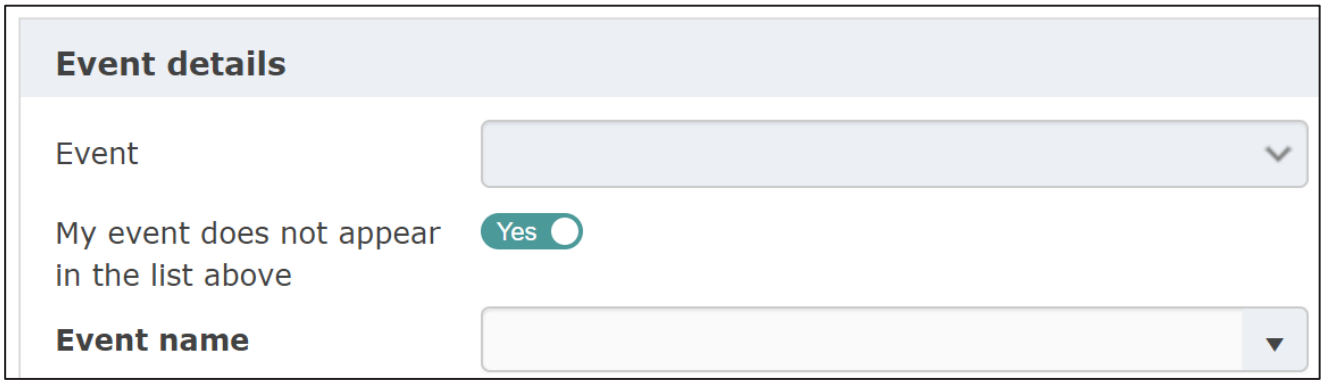
You will see from the list of curricular activities available on our website suggested by your School/Programme are categorised as 'Curricular'.

"Curricular" activities are those that are either activities that are explicitly required for completion of your curriculum (such as membership exams), or those support learning that is explicitly required for your curriculum that cannot/cannot easily be acquired/evidenced in the

normal course of your training programme. As the latter suggests, some activities may not be explicitly mandated by your curriculum, such as NHS England's Leadership and Management course (East), but allow evidencing competences that might not otherwise be easy to evidence. These are the activities that appear in the initial **Event** dropdown on Accent Leave Manager.

"Discretionary" activities are those that support evidencing or acquiring curriculum-required competences, but that are not themselves necessary: this would include activities like exam revision courses, that may help with passing the exam but are not required to pass the exam. This can also include activities that are not necessarily linked to curriculum required competences but may add value to a resident doctor's career and/or to the NHS as a whole.

"Discretionary" activities require the approval of the Rota Approver, followed by the Educational Approver, who will generally be the TPD or Head of School. They are both requested by completing the **Event name** box on Accent.



I think that [activity] should be on the curricular list.

The curricular activity list is agreed by the TPD/Head of School for the programme/school; if there is an activity that you feel should be on the list, please contact your TPD/Head of School, who will review this and confirm to the study leave team the programme/grades for whom the activity should be listed.

Appendix C – current Full Time Equivalent (FTE) entitlements

NOTE: Resident doctors who work part-time, or who join or leave/complete the programme/clinical training in the middle of an academic year will have a pro-rata entitlement based on the below. Individual entitlements can be checked in the **My Entitlements** section of an individual's Accent Leave Manager account.

NHS England review these calculations regularly, but if you feel that your entitlement is incorrect, please contact https://nhs-help.freshdesk.com/support/tickets/new?ticket_form=i_wish_to_submit_a_query_regarding_study_leave.

Where the budget is listed as N/A, the rules around no set individual budgets applies.

School	Curriculum required Days	Discretionary Days	Budget
Anaesthesia & ICM (except Core)	20	10	N/A
Anaesthesia & ICM: Core Anaesthetics Training	20	10	N/A
Emergency Medicine (includes all ACCS)	15	15	N/A
Primary Care	10	5	N/A
Medicine (all except specialties below)	20	10	N/A
Medicine: Acute Internal Medicine (East)	15	15	N/A
Medicine: Allergy	8	22	N/A
Medicine: Cardiology	6	24	N/A
Medicine: Clinical Immunology	10	20	N/A
Medicine: Dermatology (East)	10	15	N/A
Medicine: Dermatology (West)	15	15	N/A
Medicine: Endocrinology and Diabetes Mellitus (West)	15	15	N/A
Medicine: Gastroenterology	15	15	N/A

School	Curriculum required Days	Discretionary Days	Budget
Medicine: Genito-Urinary Medicine	17	13	N/A
Medicine: Geriatric Medicine	15	15	N/A
Medicine: Internal Medicine Training Stage One	CT1-2: 15 CT3: 10	CT1-2: 15 CT3: 20	N/A
Medicine: Neurology (East)	15	15	N/A
Medicine: Neurology (West)	11	19	N/A
Medicine: Palliative Medicine (West)	15	15	N/A
Medicine: Rehabilitation Medicine (West)	15	15	N/A
Medicine: Respiratory	15	15	N/A
Obstetrics and Gynaecology	ST1-5: 15 ST6-8: 5	ST1-5: 15 ST6-8: 25	N/A
Obstetrics and Gynaecology: Community Sexual and Reproductive Health (West)	10	20	N/A
Paediatrics	20	10	N/A
Pathology (all except specialties below)	10	20	N/A
Pathology: Combined Infection Training (East)	ST3+4: 15 ST5: 20	ST3+4: 15 ST5: 10	N/A
Pathology: Combined Infection Training (West)	15	15	N/A
Pathology: Medical Microbiology/Infectious Diseases	15	15	N/A
Public Health	20	10	N/A
Psychiatry (all except specialties below)	20	10	N/A
Psychiatry: Child and adolescent psychiatry (East)	15	15	N/A

School	Curriculum required Days	Discretionary Days	Budget
Psychiatry: Core Psychiatry Training (West)	5	5	N/A
Psychiatry: Forensic Psychiatry (West)	15	15	N/A
Radiology	ST1-3: 20 ST4-6: 15	ST1-3: 10 ST4-6: 15	N/A
Surgery (all except specialties below)	20	10	N/A
Surgery: OMFS	15	15	N/A
Surgery: Otolaryngology (West)	10	20	N/A
Surgery: Otolaryngology (East)	15	15	N/A
Ophthalmology (West)	25	5	N/A

Foundation Postgraduate doctors

Training year	Curriculum required Days	Discretionary Days	Budget	Comments
Foundation Year 1 (East)	4	5	N/A	Includes up to 5 for taster days – no aspirational requests
Foundation Year 2 (East)	7	12	N/A	Also applicable to Academic F2
Foundation Year 1 (West)	3	5	N/A	Includes up to 5 for taster days – no aspirational requests
Foundation Year 2 (West)	2	13	N/A	Also applicable to Academic F2

1.5 days can be taken for Enhance programmes in either FY1 or FY2 (three days across the Foundation Programme). See Foundation CPD Guidance **(East)** for more detail.

Parental Leave

	Curriculum required Days	Discretionary Days	Comments
Parental Leave (except Foundation)	0	10	Calculated on pro-rata basis
Parental Leave (Foundation)	10	0	Calculated on pro-rata basis

Dentistry

	Curriculum required Days	Discretionary Days	Budget	Comments
Higher programmes	20	10	£600	Activities that cost more than £600 require sign off from the Deputy Dental Dean or, in their absence, the Dental Dean.
Dental Core Training (DCT)	20	10	£600	
Paediatric Dentistry (West)	7	13	£600	
Longitudinal Dental Joint Training	10	5	£300	Activities above the set budget need to be additionally requested.
Dental Foundation Training (DFT)	N/A	N/A	£0	Foundation Dentists attend a mandatory NHS England study programme, therefore, are not entitled to any additional study leave. Any exception to this can only be at the discretion of the Postgraduate Dental Dean.