Torbay and South Devon NHS
NHS Foundation Trust

PERSONNEL ISSUES

STUDY LEAVE POLICY FOR ALL STAFF (EXCLUDING MEDICAL AND DENTAL) (T3)

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Torbay and South Devon NHS
NHS Foundation Trust

STUDY LEAVE POLICY

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STUDY LEAVE POLICY

1. INTRODUCTION AND SCOPE

1.1 This policy is applicable to all staff employed by South Devon Healthcare Foundation Trust and Torbay Care Trust, with the exception of Medical and Dental staff who should refer to Medical and Dental Policy 15.

1.2 This policy should be read in conjunction with the Trusts Induction Policy (T1), Core Training Policy (T2) and Performance Development Review Policy (H6).

1.3 Study leave is defined as leave from work to attend education and training courses, lectures or conferences (both internal and external) for the purposes of developing knowledge, skills or qualifications.

1.4 The Policy and any subsequent amendments will be approved by Work stream 4 and JCNC (Unions Meeting).

2. EQUALITY IMPACT ASSESSMENT

2.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, or on the grounds of trade union membership'.

3. STATEMENT OF POLICY

3.1 The organisations recognise the value of education, training and development in maintaining and developing an effective service.

3.2 The policy aims to ensure that:

3.2.1 Managers and individuals should explore fully the range of education and training options available and the appropriateness. Additional advice and guidance is available via the Education and Development Directorate.

3.2.2 Any request to attend a training course or conference should reflect the identified needs within the job role or service and must be documented in the individuals Personal Development Plan (PDP).

3.2.3 For staff who have attended courses and training, they must reflect on and evaluate their learning (see Appendix 2 for Course Evaluation Form) and show through their annual Development Review and appraisal how they are applying their new knowledge and skills.

3.3 Resources for education and training should be prioritised on the basis of need and assessed through the following:

3.3.1 The Training Prioritisation Table (see Section 4).

3.3.2 Employee Development review and appraisal and identification of a Personal Development Plan (PDP). This should be linked to an identified KSF outline for the post.

3.3.3 Any specific training and development needs identified through the Trusts capability, disciplinary or other appropriate HR policy and/or procedure.

3.3.4 Any specific training and development needs for an employee and/or department which have been prioritised to meet the Trusts Service Strategy, Business Plans or NHS Targets.

3.4 To enable the study leave to be put in to practice, each application should be considered on its own merits. The line manager giving approval must consider:

3.4.1 The course or conference is of sufficient benefit to the organisation and service and the applicant in the performance of their present or probable future duties.

3.4.2 The cost of the course or conference is not excessive in relation to its value to the organisation.

3.4.3 The amount of study leave previously taken is taken in to consideration.

3.4.4 The attendance on the course or conference by the employee shall not result in inadequate staffing in the department/service.

3.4.5 Study leave approval is equitable across the department.

3.4.6 Applications for study leave should be applied for, where possible, at least six weeks before the date of the course/conference by completing a Study Leave application form (see Appendix 1).

3.4.7 As part of the formal study leave application staff must outline how the course helps meet the following objectives:

(i) For the individuals personal development plan (PDP)
(ii) For the organisation/service

3.4.8 The Manager and member of staff should decide the most appropriate way of feeding back learning and this should form part of the annual development review process.

4. TYPES OF STUDY LEAVE AND STUDY LEAVE PRIORITISATION

4.1 Study Leave is categorised within 5 priority Levels (please see table below for definitions):

(i) Mandatory Training
(ii) Essential Training
(iii) Development Training for Employee and Trust
(iv) Development Training for Employee
(v) Personal Development/Aspirational Training

4.2 **Study Leave Prioritisation Table (Guide for Employee's and Line Managers)**

Priority Level	Study Leave Type	Description	Examples	Time off	Funding	Process
1	Mandatory Training	Essential training required as part of the Trust Induction Policy to meet statutory and legislation requirements	MMH Fire Information Governance Etc.	100%	100%	No Study Leave Application Form required. Employee/Line Manager must book training as part of Induction

2	Essential Training	Essential training that is required to undertake the employee's role	BLS Food Hygiene Etc.	100%	100%	No Study Leave Application Form required. Employee/Line Manager must book training as part of Induction
3	Development Training for Employee and Trust	Training that is equally beneficial to the employee and Trust and wider NHS	IT Skills Leadership courses Etc.	Up to 75% Negotiable between the employee and Line Manager	Up to 75% Negotiable between the employee and Line Manager	Employee must complete a Study Leave Application Form (Appendix A)
4	Development Training for Employee	Training that is mostly beneficial to the employee with only some benefit to the Trust and wider NHS	Degrees/Postgraduate courses that could offer progression within the NHS	Up to 25% Negotiable between the employee and Line Manager	Up to 25% Negotiable between the employee and Line Manager	Employee must complete a Study Leave Application Form (Appendix A)
5	Personal Development / Aspiration Training	Training which is only beneficial to the employee	Degrees/Postgraduate courses not relevant to the employee's role	0%	0%	Employee must complete a Study Leave Application Form (Appendix A)

4.3 All Study Leave must be identified, agreed and recorded in the Employee's personal development plan both at Induction and at each annual development review.

5. APPLICATION PROCESS

5.1 For Mandatory and Essential Training (Priority 1-2 training) it is the Line Managers responsibility to ensure the employee is given the time and resources to attend. Mandatory and Essential training must be booked directly by the Line Manager as part of Trust and Departmental Induction and then by the employee in subsequent years as part of the annual Personal Development Review.

5.2 The employee should complete a Study Leave Application Form (Appendix 1) for priority 3 – 5 training, where possible, at least 6 weeks before the proposed training date and submit the application to the relevant Line Manager. Failure to do so may result in the employee being unable to attend the training.

5.3 The Line Manager will consider the application and either:

(i) Approve the application – retaining a copy of the form for the employee's personal file and give a copy to the employee and Education and Development Directorate.

(ii) Reject the application – giving reasons for the rejection and retain a copy of the form and reasons for the employee's personal file.

5.4 It is the responsibility of the employee to make any travel or accommodation requirements relating to approved study leave.

6. APPEALS PROCEDURE

6.1 Employees who believe that an application for study leave has been unreasonably rejected have the right to appeal against the decision using the Trust Grievance Procedure (Policy 20).

7. STUDY LEAVE EXPENSES

7.1 Employees must obtain approval via the Study Leave Application Form and process for any financial assistance (course fees and subsistence) relating to the training at the point of applying.

7.2 Approval for financial assistance must be agreed in accordance with the Table in Section 3.

7.3 Repayment of expenses over £500

7.3.1 It should be noted that where financial assistance for study leave amounts to £500 or more the employee may be asked to repay the organisation is they leave their post within one year of completing the study leave unless there are extenuating circumstances. Employees who have approval for financial assistance of £500 or more must sign the re-payment of expenses section in the Study Leave Application Form (Appendix 1).

7.3.2 If an employee is unable to attend or fails to complete a course over one academic year or more and the Trust suffers a financial loss as a result, the employee may be asked to make a contribution towards that loss.

7.4 Subsistence claims for accommodation and meals during residential training will only be considered where these have not been included as part of the course fee. In these cases employees should stay in NHS accommodation where possible and should seek agreement from the Manager on the allowances payable.

7.5 **Travel allowances** will be considered subject to the following criteria:

(i) Employees will be expected to use the most economical means available when travelling to attend training.

(ii) Employees who have been allocated lease or hire cars will be expected where practicable to use them for travelling to attend training.

(iii) Employees without lease or hire cars who choose to use their own cars must agree the travel arrangements in advance with their Line Manager. Employees will be reimbursed at the Public Transport rate.

(iv) Employees who are using their own cars are required to ensure they have made the appropriate arrangements with their insurers. The Trust does not arrange insurance in respect of injury, loss or damage to employee's cars or third parties.

(v) Where more than one employee attends the same training and they choose to travel by car, the arrangements must be agreed by the Line Manager and where possible transport must be shared. Car drivers will be reimbursed the appropriate passenger allowance.

(vi) Taxi fares will only be considered in exceptional circumstances or where public transport is not available.

(vii) Employees travelling by rail will be reimbursed second class rail fares only. Use is to be made of discount prices and early bookings where possible. Staff Payments are able to issue rail warrants if required.

7.6 **Trainees and Apprentices**: 100% financial assistance will generally be given to staff employed as trainees or apprentices while they receive instruction and obtain their basic qualifications. These employees are normally paid on a training grade and are employed subject to their satisfactory progress in training, and to obtain their basic skills and qualifications.

7.7 **Professional Examinations and Graduate Courses**: Financial support for professional examination courses, examination fees, exemption fees, essential text books and course materials will normally be up to 75% if they fall within

Priority 3 training. Open Learning course will be accepted where it is agreed by the Line Manager that this is the most appropriate method of study. Graduate or Postgraduate courses may similarly be funded up to 75% if they fall within Priority 3 training. For staff taking an additional examination in a subject which is wholly related to the post, 90% of costs will be met.

7.8 **Retaking Examinations**: When an employee fails the initial attempt to attain the qualifications or is referred in a part subject, the employee is required to pay the cost of the re-take, unless there are extenuating circumstances.

7.9 Annual subscriptions and registration fees to professional bodies will not be paid.

7.10 **Payment for Attendance at Courses**: The normal contracted hours will be paid and:

(i) The employee will not suffer a reduction in earnings as a consequence of attending an approved training course

(ii) For training undertaken at the request of the individual, normal basic rates may be paid, but certain allowances may not be paid if the conditions for the allowance are not met due to the study leave

(iii) Part time employees who attend full time approved training courses may be paid additional hours up to the maximum of full time hours, or given time off in lieu

(iv) Staff who are required to attend a course and who would normally work shifts before, during or after the leave period (i.e.: evenings, nights, early/late shifts), would normally be excused the preceding or following shift and will be paid as if they had attended for work

(v) Any training courses which require participation over and above the normal working day (e.g. evenings and weekends) will not attract extra pay or time off in lieu, as this “out of hours” training is accepted as a normal part of course attendance.

7.11 **Visits, Lecture Tours and Conferences**: Visits for the purpose of examining/discussing innovations, or for lecturing to staff in other establishments, should be regarded as normal duty visits. However, expenses and fees for attendance at conferences should be considered as for any training course.

7.12 **Submission of Claims**: All Study Leave claims for financial assistance must be submitted by the employee to the Line Manager on a Claim for Expenses Form which can be found on the Intranet site. This includes all expenses approved at the point of application – travel, accommodation, etc. of which receipts will be required. The Line Manager will then authorize the Claim form and pass this on to the Staff Payments Department.

8. POST STUDY LEAVE

8.1 The employee should complete a Study Leave Evaluation Form (Appendix 2) which should be discussed as part of the Development Review process and a copy should be kept for their personal file.

8.2 The employee and Line Manager must discuss the evaluation and subsequent outcome of the study leave at the next annual appraisal.

8.3 If an employee is unable to attend or fails to complete a course over one academic year or more and the Trust suffers a financial loss as a result, the employee may be asked to make a contribution towards that loss.

9. RELATED POLICIES

Induction Policy (T1)
Core Training Policy (T2)
Performance Development Review Policy (H6)

10. REVIEW

A review of this document will be conducted every 2 years or following a change to associated legislation or national/local terms and conditions of service and is the responsibility of the Director of Workforce & Organisational Development.

APPENDIX 1

South Devon Healthcare NHS
NHS Foundation Trust

STUDY LEAVE APPLICATION FORM

This form should be completed and forwarded to the Line Manager promptly. Failure to do so may affect whether or not a place can be obtained. A copy must be kept on the personal file and a copy kept by the individual. Departments/Directorates/Zones etc. will be audited periodically to ensure the study leave policy is adhered to.

Section 1: To be completed by applicant		
Name:	Job Title:	Work contact number:
Department:	Location:	
Course Title:	Study Leave Start Date:	Study Leave End date:
Study Leave Time: Number of days: Number of Hours:	Study Leave Type (please tick): Internal External	Course Venue:
Name and address of provider:	Course objectives for PDP:	Course objectives for Organisation/Service:
Section 2: To be completed by applicant		
Expenses: Course Fee: Subsistence: Accommodation: Travel: (Please note you should also complete the staff Travel Expense Claim form) Arrangements to cover duties: Total expenses:	Cost: £ £ £ £ £ £	VAT (To be completed by Finance): £ £ £ £ £ £
Re-payment of Expenses Declaration If my study leave expenses amount to more than £500 and I leave the employment of the Organisation within one year of completing the study leave, I agree to refund the whole amount. Signature: Date:		
Section 3: To be completed by Line Manager		

<table>
<tr><td colspan="2">Study Leave application approved

Date:

Signed:</td><td colspan="2">Study Leave not approved

Date:

Signed:

Reason:</td></tr>
<tr><td colspan="2">Study Leave Type (please refer to Study Leave Policy):</td><td colspan="2">Funding allowance agreed in line with Study Leave type e.g. Full / Partial:
Please state amount agreed:
Cost Centre:</td></tr>
<tr><td>Name:</td><td colspan="2">Signature:</td><td>Date:</td></tr>
<tr><td colspan="4">Copies of the form for:
Applicant
Finance (with Claim for Expenses form and receipts where relevant)
Personal File</td></tr>
</table>

APPENDIX 2

South Devon Healthcare NHS
NHS Foundation Trust

STUDY LEAVE EVALUATION FORM

Name:	Job Title:	Work contact number:
Department:	Location:	
Course Title:	Study Leave Start Date:	Study Leave End date:
Study Leave Time: Number of days: Number of Hours:	Study Leave Type (please tick): Internal External	Course Venue:
Name and address of provider:	Course objectives for PDP:	Course objectives for Trust:
What did I learn from this study leave?		
How do I intend to use what I have learnt in my every day job?		
What elements support my KSF outline and in what domains (e.g. communication)?		
Further comments		
Evaluation and learning discussed at Development Review: Date:		
Managers Name:	Managers signature:	Date:
Employee's Name:	Employee's signature:	Date: