

**NHS Greater Glasgow & Clyde**

*Career Grade Medical & Dental Staff Study and Professional Leave*

*Management Guidelines*

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| Approved by: | Medical & Dental Partnership Forum |
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**NHS Greater Glasgow & Clyde**

**Career Grade Medical & Dental Staff Leave**

1. **INTRODUCTION**

1.1 NHS Greater Glasgow and Clyde (NHSGGC) is fully committed to the ongoing training and development of medical staff to ensure they can keep their professional knowledge and skills up to date. The purpose of this guidance is to provide clear information and guidelines to managers and staff in relation to the criteria for authorising and applying for study leave.

1.2 This guidance applies to all Career Grade medical and dental staff (Consultant, Associate Specialists, Specialist Grades, Specialty Doctors, and Staff Grades) employed within Secondary Care excluding Doctors and Dentists in Training.

1.3 This guidance will also apply to Locums Tenens who have been in post for 3 months or more. It does not apply to Medical Bank doctors.

1.4 There is separate guidance for Doctors and Dentists in Training which can be accessed using the web link [https://www.scotlanddeanery.nhs.scot/trainee-information/study-leave/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scotlanddeanery.nhs.scot%2Ftrainee-information%2Fstudy-leave%2F&data=05%7C01%7CAngela.Cooper2%40ggc.scot.nhs.uk%7C83953f65496d4829ce0908db891b456f%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C638254522438059931%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Jg5ld7ODcaGbGglMdrDlGzqYiq0aFXNQtJPffTPpxQo%3D&reserved=0)

1.5 Holders of Honorary Contracts are entitled to study leave and funding, if the nature of the leave is wholly related to their NHS activities. Where an Honorary Contract holder is proposing to undertake study leave associated with University or non-NHS commitments, the period of leave must be agreed by the appropriate NHS medical manager.

1.6 This guidance is underpinned by provisions contained within the Terms & Conditions of service:-

Hospital Medical & Dental Terms and Conditions of Service PCS (DD) 2007/10

Consultant Terms and Conditions of Service PCS (DD) 2004/2

Specialist Grade (2022) Terms and Conditions of Service October 2022

Specialty Doctor (2022) Terms and Conditions of Service October 2022

SAS Terms and Conditions of Service PCS (DD) 2008/7

1. **PROFESSIONAL AND STUDY LEAVE ENTITLEMENTS**
	1. Professional or Study Leave is granted for purposes of study (usually, but not exclusively or necessarily, on a course), research, taking examinations and attending professional conferences. Study Leave can also be used for ad-hoc teaching and examining where this has not been timetabled in the job plan under SPA, Additional Responsibilities and/or External Duties.

2.2 Internal Department and compulsory CPD activities within NHS Greater Glasgow and Clyde will not require to be authorised through the same process and will not be counted as part of the normal allocation of study leave.

2.3 Professional or Study Leave will normally be granted to the maximum extent consistent with maintaining essential services up to 30 days (including off-duty days falling within the period of leave) in any 3 year period. The year is a rolling year based on the 12 month period preceding the date of the requested leave.

2.4 All professional/study leave up to and including 30 days in any 3 year period will be granted with full pay. It is anticipated that leave should be reasonably spread throughout the 3 year period. Professional/study leave entitlement may be taken as a continuous block of leave or as single days.

2.5 NHSGG&C may at its discretion grant professional/study leave in the UK and within Europe in addition to the 30 paid days with or without pay and with or without expenses or with any proportion thereof.

2.6 Professional/study leave should be distributed across DCC and SPA time in a reasonably proportionate manner where possible.

2.7 Part time staff are entitled to the same study leave entitlement as their full time colleagues i.e. no pro rata arrangement for part time staff

2.8 If attending a course on a day when the practitioner would not normally be contracted to work and for which the practitioner wishes to claim fees and associated expenses, they should deduct this day from their overall study leave entitlement. The practitioner will be entitled to time off in lieu for the attendance which should be discussed and agreed on application and taken as soon as practicably possible after the period of professional/study leave. Where the exigencies of the service would prevent the taking of time off in lieu, paid leave will be granted at standard rate for the duration of the period of the professional/study leave.

2.9 Taking professional/study leave during a week when there is an on-call commitment should be avoided. Voluntary exchange of a night on-call to free a week to take professional leave is acceptable

2.10 A practitioner will not be additionally compensated for time spent travelling outwith their normal working hours as defined in their job plan or overnight stays associated with the attendance at the study leave event.

2.11 Where leave with pay is granted, the consultant must not undertake any remunerative work without special permission of the employer.

1. **APPROVAL GUIDANCE**
	1. Study Leave applications must be:-
* Beneficial to NHSGGC and/or NHS Scotland needs
* Beneficial to, and linked to, job plan and/or personal development

3.2 The medical manager should take into consideration the following when considering the application:-

* The relevance of the course/training/learning event to the practitioner’s current role, particularly in the context of their job plan, personal development
* The requirement of the practitioner to keep their practice up to date for the purposes of revalidation
* The study leave requested is linked to supporting the delivery of agreed organisational, departmental or specialty objectives
* The best learning option for the individual, ensuring the best value is achieved
* The time commitment to undertake the training and the impact on service delivery
* There are adequate numbers to maintain essential department functions and specifically a reliable “urgency and emergency” service
* That scheduled elective commitments are not cancelled at short notice except in case of genuine unforeseen emergency circumstances.

3.3 The medical manager should review the applicant’s statutory and mandatory training status and remind the practitioner of their obligations prior to approving study leave applications.

3.4 In line with the NHS GGC Business Travel Policy the Board is committed to reducing the financial and environmental impact arising from its business travel. Accordingly, consideration should be given to the most economical means of travel. Consideration should also be given to virtual attendance as opposed to in person.

1. **APPLICATION AND APPROVAL PROCESS**
	1. All medical/dental staff must formally apply for study leave and an application will be considered by their medical line manager.

4.2 All periods of study leave requested by Consultants/SAS/Clinical Fellows are subject to prior approval by the Clinical Director/Lead Clinician/other medical manager and, if not the same person, by the budget holder where funding costs apply.

4.3 All periods of study leave requested by Clinical Directors are subject to agreement of the Chiefs of Medicine or in their absence the Deputy Medical Director and, if not the same person, by the budget holder where funding costs apply.

4.4 All periods of study leave requested by Chiefs of Medicine are subject to agreement of the Sector/Directorate Director, if not the same person, by the budget holder where funding costs apply.

4.5 Study leave requests should be submitted using a Medical & Dental Study Leave Application Form to the appropriate medical manager/budget holder **six weeks** in advance of the date of the leave request.

4.6 Failure to provide the minimum notice period may result in the request being rejected.

4.7 The medical manager/budget holder should respond to study leave applications within **two weeks** of receipt of the request.

4.8 If an application for study leave is not approved, the reason for non-approval should be notified to the applicant as soon as possible. The reasons for non-approval may be due to the relevance of the request, availability to co-ordinate work cover, impact on service provision and/or funding.

4.9 Any appeal against the refusal to grant study leave in accordance with this policy shall be dealt with under the NHS Scotland Workforce Grievance Policy

1. **Travel & Other Associated Expenses**

5.1 All claims for business travel and associated expenses which are likely to **exceed £50**, should be made through the Travel Team using the electronic booking form

[Submit a request – NHSGG&C Procurement Customer Services (zendesk.com)](https://ggcprocurementcustomerservices.zendesk.com/hc/en-us/requests/new?ticket_form_id=360000182014)

5.2 All claims for travel and subsistence up to £50 must be agreed with the budget holder and submitted to the Expenses/Payroll Department to eExpenses.NHSGG&C@ggc.scot.nhs.uk.

 Expense claim forms can be downloaded from [GGC Payroll - Home (sharepoint.com)](https://scottish.sharepoint.com/sites/GGC-Payroll/SitePages/ExpensesHome.aspx)

5.3 Expenses claim forms together with receipts (including taxi fares, car parking, food bills) should be completed and forwarded to the appropriate medical manager, for authorisation, normally within two months of returning from the period of leave.

5.4 Depending on where the leave is taken will determine reimbursement of the associated costs as follows:-

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|  | **Course Fees** | **Travel & Accommodation claimed through Travel Plan Office** | **Subsistence (e.g. meals, taxi, complete journeys) claimed through Expenses Department** |
| UK based | Full Reimbursement | Full Reimbursement  | As per T&Cs |
| Outwith the UK but within Europe | Granted reimbursement at a level agreed between consultant and his/her employer which would normally be comparable with the level of expenses granted for UK | Granted reimbursement at a level agreed between consultant and his/her employer which would normally be comparable with the level of expenses granted for UK | As per T&Cs |
| Outwith UK & Europe | Reimbursement is at the discretion of management with or without pay or with any proportion thereof | Reimbursement is at the discretion of management with or without pay or with any proportion thereof | As per T&Cs |

5.5 When approving study leave and associated expenses for study outside of the UK and Europe managers should refer back to previous leave and expenses granted within the Department over the previous 12/24 months. Where the cost is of a similar value to the average expenses incurred for study within the UK the leave can be granted and associated expenses reimbursed in full. Where the cost is higher the expenses can be partially reimbursed up to the value of the average costs of study within the UK over the previous 12/24 months.

5.6 The medical manager/budget holder may escalate any applications they see fit to a further layer of managerial review to ensure consistency and cost effectiveness, bearing in mind section 4.7's two week response target and section 5.4 on reimbursement rates’

5.7 Should a course/conference be cancelled please ensure that the Travel Plan Office is notified immediately

1. **MONITORING OF LEAVE**

6.1 It is the responsibility of the medical manager to record all approved leave

**Frequently Asked Questions**

1. What does the Travel Team service cover?

The service can arrange the following Air Travel, Rail Travel, Hotel Accommodation (excluding subsistence), Conferences & Courses

1. What does the Travel Team service not cover?

The service does not cover Taxi journeys, Bus Journeys, Complete Journeys of less than £50 and Subsistence. These should be claimed through the Expenses Department.

1. I am employed on the Consultant Terms & Conditions of service am I eligible for first class rail travel?

Yes. If this is deemed to be a reasonable expense e.g. if the consultant requires a quiet carriage to prepare a presentation they are due to present at a conference

1. How should a group of consultants apply for study leave funding via the Travel Team?

One person should submit the electronic booking form and list the names of the other NHS GGC Consultants travelling

1. When claiming course fees for an online course is the claim based on the location where the doctor is accessing the course or where the trainer is located?

Course fees are payable in accordance to where the doctors accesses the course from i.e. within the UK

1. Does attendance at mandatory or other internal training courses e.g. fire-training count as study leave?

No. Internal Department and compulsory CPD activities within NHS Greater Glasgow and Clyde will not normally require to be authorised through the same process and will not be counted as part of the normal allocation of study leave.

If required to attend such training by the employer, this would be either SPA or time shifting of DCC activity.

1. I am part time and wish to attend a course on a day I am not contracted to work. Do I need to apply for study leave for the day I am not contracted to work?

Yes, if you wish course fees and associated expenses to be paid, you will need to apply for study leave. Subject to the additional day being authorised as study leave, you will receive time off in lieu in respect of attendance on that day or where the exigencies of the service would prevent the taking of time off in lieu, paid leave will be granted at standard rate for the duration of the period of the professional/study leave.

1. I am full time and work a compressed working week Tuesday to Friday and wish to attend a course on Monday my ‘non-working day’. Do I need to apply for study leave in relation to my ‘non-working’ day?

Yes, if you wish course fees and associated expenses paid to be paid for the course, you will need to apply for study leave. If your job plan confirms that your full time hours are worked Tuesday to Friday and that Monday is a ‘non-working’ day and this has been authorised as study leave, you will receive either an additional day’s pay in respect of your attendance on that day or a day off in lieu if the exigencies of the service would allow.

1. I am an External Advisor on a consultant appointments panel, is study leave required for this?

No. This is defined as an External Duty under the Terms & Conditions of Employment. Agreement should be reached with your medical manager as to how this duty can be accommodated in advance.