

Study Leave Policy

Access to Study Leave and Funding

Reference Number:	139
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Responsible Director:	Human Resources
Review Date:	16 October 2021
Ratified by:	Management Board (extended to 16.10.21 by Strategic Workforce Committee)
Date Ratified:	16 October 2017
Version:	5.0

Related Policies and Guidelines:	<ul style="list-style-type: none"> • Induction Policy • Mandatory Training Policy • Appraisal Policy • Study/Professional Leave Policy for Consultants, Associate Specialists and Staff Grade Doctors • Expenses Reimbursement Policy
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Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 1 of 17

Index:

1. Policy Summary	3
2. Policy Statements	3
3. Definition of Terms Used	4
4. Accessing Leave and Funding	4
4.1. Eligibility criteria for Study Leave and Funding	5
4.2. Time off for study	5
4.3 Funding for Training	6
4.4. Allowances and Expenses	7
4.5. Reclaiming costs associated with training	7
4.6. Appeal process	7
5. Duties and Responsibilities	8
5.1. Applicant:	8
5.2. Manager:	8
6. Monitoring Compliance	9
7. Review	9
Appendix 1: Application for Funding and Learning Agreement	10
Appendix 2: Procedure for Applying to use Charitable Funds for Educational Purposes	14
Document Control Information	<i>Error! Bookmark not defined.</i>
Ratification Assurance Statement	<i>Error! Bookmark not defined.</i>
Consultation Schedule	<i>Error! Bookmark not defined.</i>
Equality Impact: (A) Assessment Screening	17

Amendment History

Issue	Status	Date	Reason for Change	Authorised
3.0	Approved	July 2011	Update and Review	James Scott
4.0	Approved	September 2014	Update and Review	Claire Buchanan
5.0	Approved	September 2017	Update and Review	Claire Buchanan

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 2 of 17

1. Policy Summary

The Royal United Hospitals NHS Foundation Trust is committed to the development of its staff. It aims to ensure that it has the people with the skills and knowledge required to deliver high quality patient care.

This policy:

- demonstrates a genuine commitment to learning and development and continuous professional development
- places the appraisal process at the heart of development, identifying and prioritising staff development
- ensures all available resources are planned and used in the most effective way to ensure most value
- encourages staff to take responsibility for their own learning
- promotes good practice throughout the Trust

2. Policy Statements

This policy seeks to provide guidance to staff and managers on the allocation of study leave and the funding of learning and development activities in a fair, transparent and consistent manner.

This policy applies to all substantive employees of the Trust with the exception of medical staff who have their own access to study arrangements.

Click here <http://webserver.ruh->

[bath.nhs.uk/staff_resources/governance/policies/hr.asp?menu_id=10](http://webserver.ruh-bath.nhs.uk/staff_resources/governance/policies/hr.asp?menu_id=10)

and scroll to Study/Professional Leave Policy for Consultants, Associate Specialists and Staff Grade Doctors.

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 3 of 17

3. Definition of Terms Used

Study	Used to describe any learning or development activity that necessitates the individual being released from their normal work duties.
Study leave	Leave granted with or without salary or expenses to enable staff to participate in learning or development activity. This may take the form of a course, event, conference, examination, continuing professional development activity, coaching, mentoring and shadowing. It also covers training for staff representatives (which is a statutory right).
Statutory training	Learning or development activity as defined by legislation
Mandatory training	Learning and development activity that is required to comply with Trust policy and ensure best practice, defined at Trust level.
Role specific training	Learning or development activity that is required for specific roles or departments, identified as part of the Personal Development Planning process.
Continuing Professional Development (CPD)	Learning and development activity that may support an individual's work and professional registration, identified as part of the Personal Development Planning process.
Personal development training	Learning or development activity that is not essential but that supports an individual's development or career progression, identified as part of the Personal Development Planning process.

4. Accessing Leave and Funding

Study leave is defined as a period of time when a member of staff is allowed paid time out of the workplace to pursue a development need which has been identified as forming part of their personal development plan.

Equality of access to opportunities for the development of skills should apply regardless of hours worked. Part-time employees should receive the same entitlements on a pro-rata basis as full-time colleagues and employees on fixed term contracts should receive the same entitlements to that of a comparable permanent employee. Every manager should ensure equitable and consistent treatment is applied to individual requests.

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 4 of 17

4.1. Eligibility criteria for Study Leave and Funding

Study Leave may be considered by the Trust where the following criteria apply, in this order:

- To meet a statutory/mandatory training requirement
- The applicant has fully completed their induction and mandatory training
- The course of study is consistent with the individual's personal development plan as identified during the appraisal process
- The activity to be undertaken has been agreed with the line manager
- There is a clearly demonstrable benefit for the Trust by participating in the activity and it forms part of meeting the Trust's objectives
- The manager has assessed that the individual has the ability and commitment to successfully complete the proposed activity
- The learning will be shared with colleagues within the department

4.2. Time off for study

If an individual feels the above criteria have been met, they are required to complete an Application for Funding and Learning Agreement - see Appendix 2.

http://webserver.ruh-bath.swest.nhs.uk/development/CPD/documents/Application_for_CPD_funding.doc

This form outlines the details of the activity, the funding source and the amount of study time to be agreed. The manager must agree the amount of study time to be undertaken in work time. The amount is at the discretion of the manager. Decisions must be consistent and fair and in line with any locally agreed principles. Further clarification on this can be sought from the Learning and Development Team.

Where a member of staff has attended learning and development activities which take them beyond their normal working hours, time off in lieu will be granted if it has been agreed with the line manager.

Approval of the Application for Funding and Learning Agreement must be sought at least six weeks in advance of the required leave. Enrolment on any course, prior to official permission, is undertaken at the applicant's risk. Study leave will not be approved retrospectively.

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 5 of 17

4.3 Funding for Training

Funding applications should only be supported for training which is essential for the post which the staff member holds.

Funding for training may be available from the following sources;

a. Individual ward / department training budgets

Departments within the Trust may hold their own training budget. Where this is the case, members of staff may make applications for funding directly to the budget holder. All training which is to be funded in this way needs to be purchased through the Trust Purchasing Department, following normal purchasing procedures.

b. Trust charitable funds

Please see Appendix 2 for further information on how to access charitable funds and the form which needs to be completed (this is **in addition to** the Application for Funding and Learning Agreement). All training which is to be funded in this way needs to be purchased through the Trust Purchasing Department, following normal purchasing procedures.

c. External charities which support professional development

Individuals seeking funding from external charities are responsible for undertaking this process and enter into any agreement independently of the RUH.

d. Self-funded

All applications, regardless of the funding source, should be considered using the guidance identified within the scope of this Policy. All must use the same criteria and Application for Funding and Learning Agreement.

Funding of courses will only be supported when the training opportunity identified cannot be met by any internal training provided by the Trust.

Where non-submission or failure of a component of training incurs a fee to resubmit the Trust will not fund this.

Re-sits will not be paid for by the Trust.

Further information is available at

http://webserver.ruhbath.nhs.uk/Training/support/CPD_funding/index.asp

e. Apprenticeship Levy.

Any interested individuals will need to seek further information via the Widening Participation intranet pages. Information regarding study time & off the job training can be accessed via

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/621565/OTJ_training_guidance.pdf

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 6 of 17

4.4. Allowances and Expenses

Reimbursement of expenses will be subject to adhering to the requirements within the trust Expenses Reimbursement Policy.

4.5. Reclaiming costs associated with training

In the event of an individual not completing the course, the Trust reserves the right to reclaim monies from the individual.

If an individual leaves the employment of the Trust within 2 years of completing a course of study, they will be required to repay monies paid by the Trust as outlined below, unless there are exceptional circumstances under which an exemption may be considered:

- During the course – employee to repay 100% of any fees paid by the Trust
- Within one year of completion - employee to repay 75% of fees paid by the Trust
- Within one to two years of completion - employee to repay 50% of fees paid by the Trust

By signing the Application for Funding and Learning Agreement, an individual is agreeing to abide by the terms of this policy, including the conditions regarding the repayment of fees as outlined above.

4.6. Appeal process

An individual who feels they have been unfairly treated in any aspect of learning and development covered by this Policy should discuss this immediately with their line manager. Individuals and line managers can seek guidance and advice from the Learning and Development Department.

If an individual feels they have been unfairly treated they can exercise the right of appeal through the Trust's Grievance Procedure, however, it is hoped that local agreement can be reached through support from the Learning and Development Department.

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 7 of 17

5. Duties and Responsibilities

5.1. Applicant:

- Fully participating in the annual appraisal process in order to identify development needs and where study leave may be required to support them
- Correct and full completion of the Application for Funding and Learning Agreement
- Payment to the course provider of any balance of fees where courses are part-funded
- Notifying all relevant personnel of impending study leave absence at least 6 weeks before
- Notifying manager / course provider if unable to attend course/activity
- Notifying their manager of examination results and course evaluation
- Keeping their learning record and evidence of learning is up to date.
- Abiding by the terms of this policy, including the conditions regarding the repayment of fees as outlined in section 4.5

5.2. Manager:

- Fully encouraging individuals as part of the appraisal process to identify development needs and where study leave may be required to support them
- Completing the relevant sections of the Application for Funding and Learning Agreement
- Ensuring adequate work cover has been provided if necessary (e.g. backfill)
- Monitor attendance and progress at agreed and funded training event
- Follow up on individual's learning and value of the course/training being undertaken to ensure that learning is embedded in future practice
- Record study leave so that it is open to scrutiny and can be monitored for equality purposes
- Ensuring the member of staff is fully aware of the repayment of fees as outlined in section 4.5

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 8 of 17

6. Monitoring Compliance

Central records of training are kept by the Learning and Development Department for all mandatory training activities booked by the Trust's Learning and Development Team. Records are kept on the Trust's database – ESR.

Learning and development activity that is not deemed to be mandatory will need to be recorded locally within the department.

Individuals should keep records of training and development activities as part of their own continuous development record.

7. Review

This policy will be subject to a planned review every three years as part of the Trust's Policy Review Process. It is recognised however that there may be updates required in the interim arising from amendments or release of new regulations, Codes of Practice or statutory provisions or guidance from the Department of Health or professional bodies. These updates will be made as soon as practicable to reflect and inform the Trust's revised policy and practise.

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 9 of 17

Appendix 1: Application for Funding and Learning Agreement



Royal United Hospitals Bath
NHS Foundation Trust

1. *This form is to be completed for all learning and development activity that requires study leave and/or funding.*
2. *It forms the basis of a learning agreement between you as the candidate and your line manager so there is clarity of everyone's responsibilities.*
3. *This form clarifies the reasons you wish to attend the activity and requires you to consider the benefits to the organisation and your commitment to the training.*
4. *This form confirms the amount of study time agreed by you and your manager.*
5. *This form confirms your understanding that the Trust could seek reimbursement from you of any funding provided by the Trust if you leave within 2 years of completing the course of study, or should you voluntarily withdraw from a programme before completing it. These conditions are outlined in the Study Leave Policy section 4.5*
6. *By signing this form the manager is agreeing that they have considered any backfill requirements and additional support you may require.*

Title of learning or development activity you wish to apply for:	
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Section 1: Funding Source for Activity

Funding Source Please State:	<p>_____</p> <p>NB if charitable funds please complete additional form on the intranet</p>
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Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 10 of 17

Section 2: Applicant Information

Full name:	
Post Title:	
Assignment (ESR) no:	
Dept/Ward:	
Email:	
Extension/Bleep no:	
Home telephone:	
Mobile telephone:	

Section 3: Learning and Development Activity

Activity Title:		
Organisation hosting/leading the training:		
Date(s) of course	Starting:	End date:
Was training need identified through Appraisal?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is mandatory training up to date?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Total amount of funding required		
What will be the benefit for patients?		
How will this activity help contribute to the Trust's objectives?		

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 11 of 17

How will learning be shared from this development opportunity?	
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If activity for more than one person please complete:

How many individuals will benefit from the activity?	
Which staff group will be attending?	
Cost per head	

Section 4: Confirmation of Agreement - Applicant

I confirm I will undertake this development opportunity in line with the guidance contained within the Trust's Study Leave Policy, in particular the points listed at the top of this form.

I give my permission for outstanding monies to be deducted from my salary in accordance with the Payment of Wages Act (1991), in line with the Study Leave Policy section 4.5.

Applicant's confirmation:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Date:	

Please forward to your line manager for completion of the section below.

Section 5: Confirmation of Agreement - Line Manager

Please check the above sections are correct prior to completing this section

Please state reasons for supporting this application:	
Has this individual had an appraisal in the last 12 months?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Is this course mandatory for this post?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 12 of 17

Is this individual's mandatory training up to date? <i>(Please refer to STAR record)</i>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Agreed study time for learning activity: <i>(i.e. number of days)</i>	
Any agreed additional study time: <i>(may be negotiated with manager to complete assignment/exam date)</i>	

I confirm I give my agreement and will support the applicant in their undertaking of the course outlines in line with the guidance contained within the Study Leave Policy.

Line Manager's confirmation:	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
Line Manager's Name:	
Line Manager's Role & Department:	
Date:	

On completion: To file in individual's personal file & copy to be retained by employee for their own records.

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 13 of 17

Appendix 2: Procedure for Applying to use Charitable Funds for Educational Purposes

Introduction

The procedure below outlines how applications can be made to charitable funds for educational purposes. For wards and areas which do not have a charitable fund, applications can be made to the General Charitable fund.

Procedure

Applications for funding for educational activities must be included in the yearly forecast for charitable fund expenditure.

All individuals who require funding from a charitable fund for educational purposes must complete section 1 of the Application for Charitable Funding for Educational Purposes and forward it onto the relevant Charitable Fund Manager.

On receipt of completed **Applications for Charitable Funding for Educational Purposes**, the **Charity Fund Manager** must complete section 2 **and forward both sections 1 and 2 to the secretary to the Charitable Funds Committee.**

The secretary to the Charitable Funds Committee must complete section 3 and provide a summary of approved applications for charitable funding for educational purposes to the Charitable Funds Committee.

Criteria to be used by Charitable Fund Managers:

This criteria below will be used assess by each Charity Fund holder to enable them to assess the educational, developmental and training merits of applications to use charitable funds for educational purposes.

- There is equity of opportunity for access to training, further education and study leave opportunities
- Other funding streams have been considered before applying to charitable funds.
- Applications support service needs by supporting improved patient experience, patient outcomes and / or patient safety.
- There is an application form (Appendix 1) completed for each application which is recorded on a database held by the Charity Fund Manager and a copy of the application is filed on the individual's personal file by the Charity Fund Manager.
- Funding Back-fill monies for staff cannot be obtained from charitable funds and managers should consider this when supporting any development opportunities.

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 14 of 17

Application for Charitable Funding for Educational Purposes

Section 1 – to be completed by applicant

In the event of not completing the educational activities funded, the Trust reserves the right to reclaim monies from the individual. If an individual leaves the employment of the Trust within 2 years of completing the educational activity, they will be required to repay monies paid by the Trust as outlined below:

During the educational activity – employee to repay 100% of any monies paid by the Trust

Within one year of completion - employee to repay 75% of monies paid by the Trust

Within one to two years of completion - employee to repay 50% of monies paid by the Trust.

Full name of Applicant:	
Post Title:	
Assignment (ESR) No:	
Dept./Ward Ext / Bleep No:	
Staff group:	
Email:	
Home/Mob telephone:	
Description of educational activity:	
Date/s of educational activity:	
Duration of educational activity:	
Total amount of funding required:	£
Breakdown of funding required e.g. cost of course	
Signature of applicant :	By signing this application I authorise my manager to make arrangements for Payroll to deduct the cost of charitable funds claimed from my salary if I do not complete the course or if I leave the Trust within 2 years of completing in accordance with the guidance below.
Date:	

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 15 of 17

Application for Charitable Funding for Educational Purposes
Section 2 – to be completed by the Charitable Fund Manager

Please note that by agreeing to fund this educational request you are confirming that the application meets the criteria outlined in the procedure for applying to use charitable funds for educational purposes.

Criteria met:	Yes / No (delete as appropriate)
Charity Fund Cost Centre Code:	
Name of Charity Fund Manager (please print)	
Signature of Charity Fund Manager:	By signing to approve this application I agree to contact Payroll to ensure that monies are reclaimed as described in section 1
Date:	
Has this request been included in the Charity spending plan for the current financial year? If not, then the Charity Fund manager must apply for a change to the funding plans.	Yes / No (delete as appropriate)
Requisition raised by Charity Fund manager:	Yes / No (delete as appropriate)

Application for Charitable Funding for Educational Purposes
Section 3 – to be completed by the secretary to the Charitable Funds Committee

Charitable Committee informed	Yes:	No:
Date committee informed:		

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 16 of 17

Equality Impact: (A) Assessment Screening

1. Title of document/service for assessment	Study Leave Policy	
2. Date of assessment	September 2017	
3. Date for review	16 October 2020	
4. Directorate/Service	Human Resources	
5. Approval Committee	Management Board	
6. Does the document/service affect one group less or more favourably than another on the basis of:		
Protected characteristic:	Yes/No	Rationale
• Age	No	
• Disability	No	
• Gender reassignment	No	
• Pregnancy and maternity	No	
• Race	No	
• Religion and belief	No	
• Sex	No	
• Sexual orientation	No	
• Marriage and civil partnership	No	
7. If you have identified potential discrimination, are the exceptions valid, legal and/or justified?		
8. If the answers to the above question is 'no' then adjust the element of the document / service to remove the disadvantage identified.		
9. If neither of the above is possible, take no further action until you have contacted your EIA Divisional / Directorate link for review and support		
Signature of person completing the Equality Impact Assessment		
Name	Julie Blackman	
Time		
Date	September 2017	

Chair of decision making Board / Group / Committee approval and sign off		
Name	Claire Buchanan – Director of HR	
Time		
Date	16 October 2017	

Document name: Study Leave Policy – Access to Study Leave and Funding	Ref.: 139
Issue date: 08 November 2017	Status: Approved
Author: Julie Blackman – Head of Learning and Development	Page 17 of 17