

2017 Step-by-Step Guide to Study Leave for Senior/Junior Clinical Fellows

Please ensure all sections are completed fully on the study leave form electronically and sent to Educational Supervisor and Rota Coordinator for approval - this is to ensure your clinical duties are covered in your absence - final approval is still required from the Medical Education Department where the funding is held.



Once approved within your Division email to generic email inbox studyleave@elht.nhs.uk for final approval. This must be at least 6 weeks in advance.



Once the form is processed you will receive a confirmation e-mail from the Medical Education Team, PLEASE DO NOT PAY FOR ANY COURSES UNTIL YOU HAVE RECEIVED APPROVAL FROM THE MEDICAL EDUCATION DEPARTMENT as we are responsible for the funding and recording of all study leave for doctors within ELHT.



Once you have attended the course you will be able to log in to your expenses account and enter details of the leave, attach your receipts and proof of attendance in order to claim your funding. Expenses can only be claimed once you have been on the course. The money will be reimbursed into your wage.



In order to be able to claim funding/expenses for your course, you will need to complete a form to set up an account for online expenses. Please e-mail studyleave@elht.nhs.uk and a form will be e-mailed out to you. In order to claim mileage, you must provide a copy of your driving license, evidence of a valid MOT certificate (if applicable) and be covered via your insurance company for business mileage. Copies of these need to be forwarded electronically to elfs_helpdesk@elht.nhs.uk



If expenses are submitted and subsequently approved before the 8-10 of the month, they should be in that months salary, any expenses inputted after that date will be in the following months salary.