

# Step-by-Step Guide to Educational / Professional Leave (FY1s)

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Complete Educational / Professional Leave form and send it to ES and Rota Coordinator for provisional approval.



Once email approval is received from both your ES and Rota Coordinator, forward your confirmation emails to the Foundation Doctors mailbox for processing along with the e-form.  
*This must be completed at least SIX weeks prior to the leave.*  
*Please be aware that if request is not sent within the six week prior, approval and payment are not guaranteed, and a meeting with FPD may also be needed.*



After the form is received, it will be passed on to the Foundation Programme Director for final approval.



Once the final approval is received, the Foudnation Programme Team will process the request.



You will receive a letter of approval from Foundation Programme Team once approved which will be sent to you and your department via e-mail to confirm the leave has been authorised.

## Examples of approved courses:

- Foundation Forum Meetings
- Attendance at ALERT
- Attendance at ILS/ALS
- Lessons Learnt Lead training at HENW
- Attendance to present at a conference (or attendance as part of a scholarship or award)
- ATSP training at HENW
- Foundation Reps - attendance to national meetings (such as the UKFPO Foundation Doctor Advisory Board)