

GUIDELINES FOR APPLICATION FOR LEAVE - CONSULTANTS

ANNUAL LEAVE	<p>Entitlement: Six calendar weeks, i.e. 30 week-days for a whole time or maximum part time practitioner (Pro rata for Part time).</p> <p style="text-align: center;">From April 1996 the 2 statutory days leave were converted to 3 days which you may be required to take on days specified by the Trust.</p> <ul style="list-style-type: none"> • Leave year shall run from practitioner's incremental date for salary purposes, or its anniversary where the practitioners are on the maximum of the scale, or the anniversary of the date of appointment where there is no incremental progression: practitioners previously conditioned to a leave year running from 1 June to 31 May can retain that leave year. • Up to five days may be carried over from a previous leave year at the discretion of the SDU Director (the Medical Staffing Officer must be notified in writing). • Completed form to be sent to Medical Director's Office, Box 149
CONSULTANT STUDY LEAVE:	<p>Leave Year: Between 1 April and 31 March Entitlement: Ten days per annum</p> <ul style="list-style-type: none"> • All requests for leave whether funding is requested or not will be considered by the Medical Staff Study Leave Committee in keeping with the terms and conditions of service. • Study leave will not be granted retrospectively. • If leave is approved the Committee will authorise an appropriate contribution towards expenses. • Examination fees are NOT payable. • The current maximum allowance for reimbursement of expenses by the Study Leave Committee is £650 per annum. • Locum Consultants – leave entitlement will be calculated on a pro-rata basis. For 2000/2001 the Study Leave Committee has decided only to give funding to Locums who attend meetings and courses abroad. • Completed form to be sent to the: Medical Staff Study Leave Committee, C/o Postgraduate Medical Education Centre, Clinical School, Box 111 Ext: 3105
SPECIAL PROFESSIONAL LEAVE	<p>Leave Year: Between 1 April and 31 March Special Professional Leave</p> <ol style="list-style-type: none"> 1. Should not normally exceed a total of ten days per annum 2. Is intended to cover absences involved either in: <ul style="list-style-type: none"> ➤ Active participation at major prestigious meetings ➤ Royal College work: e.g. Reg. Adviser, College Tutor, Examining, ➤ Similar duties for specialist Societies, Research Council, etc. ➤ Expert Witness in Court <ul style="list-style-type: none"> • It is the Consultant's responsibility to ensure that clinical cover is provided by making proper arrangements with relevant specialist colleagues. • Requests for special professional leave should be agreed with Service Delivery Unit Director. • Requests which come outside these guidelines should be discussed with the Medical Director first. • Please Note: No Funding Available • Completed form should be sent to Medical Director, Box 149 for approval

Please Note: It is important that all leave is now carefully documented to ensure both fairness within specialist groups and the proper consultant cover.

Please send: Copy of Page 1 to your SDU Manager or General Manager