

APPLICATION FORMS:

- All applications for study leave must be made using the current Study Leave Application Form
- Further forms can be downloaded from our website: www.addenbrookes-pgmc.org.uk/studyleave
- Please submit a separate form for each period of study leave requested.
- Please ensure that your form is completed fully. Forms that are inadequately or incorrectly completed will be returned to you.
- You should obtain the signature of one of your Consultants **and** of your Educational Supervisor **BEFORE** submitting the application.
- Applications for courses or a meetings must be accompanied a copy of the course details. This is obligatory.
- Applications for study leave should be forwarded to the Postgraduate Medical Centre (PGMC), Clinical School, Box 111.
- **All requests must reach the postgraduate centre before the period of leave requested. RETROSPECTIVE APPLICATIONS WILL NOT BE CONSIDERED.**

OUR PROCESS:

- All applications are considered by the Medical Staff Study Leave Committee, which meets bi-monthly, with chairman's actions in the intervening period. Only funds requested will be considered.
- The PGMC will then inform you in writing of the outcome of your application.
- If you have not received approval from the Study Leave Committee in writing, please check with the PGMC that approval has been granted **BEFORE TAKING LEAVE**.

CLAIMS FORMS:

- If your application is approved, you will be sent an Expenses Claim form for completion.
- Claims should be submitted after the leave has been taken and should be accompanied by appropriate receipts.
- Study leave is paid through the monthly payroll system and can take up to 6 weeks before appearing on your payslip.

WHEN APPLYING FOR STUDY LEAVE, PLEASE NOTE THE FOLLOWING POINTS:

1. As the Medical Staff Study Leave Budget is limited, there are a number of financial "ceilings" governing the payment of expenses: -

Maximum Expenses	The study leave financial year is from 1st April – 31st March. If you are working in Addenbrooke's for a full 12 months from 1st April 2011 you will be entitled to £400.00 . If you are on a six-month contract your entitlement will be £200.00 . If you are only working part of the financial year your entitlement will be calculated on a <i>pro rata</i> basis. There are no specific funds available to cover the cost of courses, which Colleges regard as "mandatory", which exceed the maximum allowance.
Subsistence	No daily subsistence is payable. Overnight subsistence is £50.00 per night (no overnight subsistence is payable for trips to London).
Examination Fees	Not payable.
Travel	Cheapest method of travel is paid - usually 2nd class rail fare. Bus/taxi /tube fares and car parking fees are not payable.
Foreign travel	Senior Registrars and Specialist Registrars (from their third year in Higher Specialist Training) are eligible to claim for one trip outside the British Isles each year. This privilege is not available for SpRs (during the first 2 years of their HST) unless there are exceptional circumstances.
Mgt Courses for SpRs	Outside courses will only be funded in exceptional circumstances because an excellent local course is available to all Senior Registrars.

2. Specialist Registrars (SpRs) are entitled to 30 days study leave if they are working in Addenbrooke's for a full 12 months from 1st April. Otherwise the number of study leave days entitled will be calculated on a *pro rata* basis.
3. SHO's are eligible for a total of 30 days study leave if they are working at Addenbrooke's continuously for 12 months. For a six month contract SHO's are entitled to 15 days study leave.
4. Ideally requests should reach the Postgraduate Medical Centre 6 weeks prior to the date of leave requested.
5. Honorary Registrars and Senior Registrars are eligible to apply for study leave within these guidelines unless otherwise stated in their contract of employment.

If you have any problems or queries please contact The Study Leave Administrator, ext. 56229 or email: sr551@medschl.cam.ac.uk