

## STUDY LEAVE PROCESS FLOWCHART

Trainee approaches clinical director/head of service and/or rota master to request service approval for proposed study leave activity.



On receipt of service approval, trainee applies for study leave by logging onto Turas and completing the "Apply for Study Leave" form, signing the declaration, and clicking the request study leave button.



An automated email is sent to the TPD/FPD/CTA, to review application. Comments relating to their decision can be entered into the free text box. They can either approve with funding, approve without funding, or reject the application. The decision will be entered by clicking the send decision button.



An automated email is sent to the trainee with the decision containing any comments. Trainees can review all their applications and their status from the main page in their study leave app



If a study leave application is approved with funding a claim can be created on the app. Attached receipts are approved and processed by NES and the details will be exported to finance for BACS Payment. If receipts are missing, the claim will be rejected on Turas and the trainee will be asked to re-submit the correct paperwork before the claim is processed.

## **IMPORTANT**

As part of the process each application requires appropriate approval from the doctor or dentist in training's head of service and/or rota master which confirms that service cover arrangements have been considered in light of the application. The name of this individual should be entered as part of the on-line form, without this information you will be unable to submit your application.

The application process requires trainees to make a declaration that they have sought appropriate permission for leave from the clinical area. Should this be found to be untrue, this will be treated as a probity issue and trainees may be reported to the GMC or GDC.