

Guidance on Study Leave and LTFT Training

The following principles apply:

The BMA state that trainees should have day returned for study leave on zero days

HENW also stated that to be the case

The School feels that zero days are rest days, and working on them even for study leave is exceeding your hours, and cannot be mandated and is therefore the choice of the individual trainee.

We have a responsibility as professional doctors, employees and learners to act in a sensible and pragmatic fashion to protect our own health and that of our patients.

An additional consideration will apply to Less Than Full Time Trainees

- 1) LTFT trainees have regular working and non-working days, and zero days to balance average working hours
- 2) Trainees work LTFT for many reasons
- 3) Allowing reorganisation of non-working days for study leave may enable the LTFT trainee to reorganise regular fixed commitments, avoiding additional costs for study leave (e.g. childcare, counselling, hospital appointments)

Responsibilities:

College Tutors

All study leave should be booked 6 weeks prior to the start of the leave.

If a trainee has booked study leave in advance of the rota being written, and once the rota is released it falls on a zero day, the trainee must be offered a zero day in lieu for that study leave. It should be as soon as possible following the leave, but within 2 weeks of the study leave. All movement of zero days must be by negotiation between the trainee and the department.

If a trainee books study leave that falls on a zero day, after the rota has been written, but 6 weeks in advance of the leave, then a lieu day should be given within 2 weeks of the leave. Study leave booked with less than 6 weeks may result in a lieu day may not being granted.

If a trainee decides to go on study leave on a zero day, and requests a lieu day in retrospect, that will NOT be granted.

Equally, if the department has changed the rota at short notice and a rest day is disrupted by study leave, that zero day should be paid back as soon as possible.

If a LTFT trainee applies for Study Leave on a non-working day, the above guidance will similarly apply. Non-working days for LTFT trainees should be considered in the same way as zero days.

Trainees

Responsible for ensuring you organise your study leave 6 weeks in advance, and negotiate lieu days before the study leave is taken.

Responsible to ensure that there is adequate balance between Clinical Experience and Study Leave. Requirements for competencies for Completion of Units of Training should be set out in discussion with your Educational Supervisor, and appraisal of your portfolio and logbook numbers.