

Consolidated O4S Special Leave SOP

N.B. 'Employing Board (EB) - Means the party which is the Employer in respect of a Doctor or Dentist in Training who is the subject of the relevant Placement agreement'

'Placement Board (PB) - Means the party providing a training Placement to the Doctor or Dentist in Training (who is not their employee) under the relevant Placement agreement'

Action	Responsibility of	Standard	Dependent upon
Notify Medical Staffing/HR colleagues of approved special leave application.	DDiT, line manager		
Add Special leave dates to SSTS.	PB		
Monthly absence reports are run to review for any triggers and shared with Deanery and Placement Boards.	EB		
**For any DDiTs being sponsored by NES all information relating to a period of unpaid leave must be discussed with the NES Sponsorship Team for guidance on the potential implications to sponsorship.	PB		

Version	Date	Author	Rationale
1.0	13 th March 23	Fiona Glenesk	Published