

Consolidated O4S Leave Group 2 (Special, Sick, Study and Unpaid)

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'

SPECIAL LEAVE

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		

Consolidated O4S Leave Group 2 (Special, Sick, Study and Unpaid)

SICK LEAVE

Action	Responsibility of	Standard	Dependent upon
Notified of absence	DDiT, Deanery, Line manager, Practice Manager		
Absence notification to be sent to relevant medical staffing/HR colleagues for processing	DDiT, Deanery, Line manager		
Absence record opened on SSTS *GGC record this information locally	PB		
Once notified of return this is updated on SSTS	PB		
Monthly absence reports are run to review for any triggers and shared with Deanery and Placement Boards	PB		
**For any DDITs being sponsored by NES all information relating to a period of sick leave must be updated on the Sponsorship system. If DDIT is on long term sick this must be flagged to the NES Sponsorship Team for information. This may impact on the DDITs sponsorship. All periods of absence need to be shared with NES Sponsorship Team within 10 days	PB		

Consolidated O4S Leave Group 2 (Special, Sick, Study and Unpaid)

STUDY LEAVE

Action	Responsibility of	Standard	Dependent upon
DDiTs should refer to the NHS Education for Scotland (NES) Postgraduate Medical and Dental Training: Study Leave Policy and Operational Guide prior to applying	DDiTs	https://www.scotlanddeanery.nhs.scot/trainee-information/study-leave/	
DDiTs to discuss plans for study leave with their TPDs (Training Programme Directors)/ FPDs (Foundation Programme Directors)/ CTAs (Core Training Advisors) or Educational Supervisors and service colleagues/unit	DDiT/Deanery		
Hospital DDiTs - DDiT must request study leave a min of 6 weeks' notice and discuss with clinical director / head of service and / or rota master to request service approval for proposed study leave activity by completing the Service Leave/Swap Application Form	DDiTs		
Practice placement DDiTs - The DDiT applies for study leave via Turas TPM and completing the "create application process". Once submitted an automated email is sent to the TPD / FPD/ CTA, to review application. The TPD / FPD / CTA will aim to review an application within two weeks of receipt. An automated email is sent to the DDiT with the decision	DDiT/Deanery		
The service/Deanery must review this request within two weeks of receipt, and if approved must be confirmed within the rota	PB		
DDiT must submit the approval email to their clinical director / head of service and / or rota master prior to attending the study leave activity	DDiT		
Where a DDiT has been refused time off for study leave the Educational Supervisor and TPD should be alerted. If the relevant TPD feels the study	Deanery		

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request is still appropriate or of significant importance the department should still actively facilitate that request			
Where a trainee's study leave request overlaps a period of rotation between two Placement Boards the trainee must ensure prior permission is authorised by representatives from the Service of both Placement Boards	DDiT		
**For any DDiT's being sponsored by NES, study leave must be recorded within 10 days	Deanery		

Consolidated O4S Leave Group 2 (Special, Sick, Study and Unpaid)

UNPAID LEAVE

Action	Responsibility of	Standard	Dependent upon
Once agreed with TPD in first instance as needs to be approved, we would then request special leave form is completed for this and we process on SSTS for GP trainees in practice			
Notified of leave	DDiT/Line manager		
Information updated on SSTS	PB		
Monthly absence reports are run to review for any triggers and shared with Deanery and Placement Boards	EB		
**For any DDiT's being sponsored by NES all information relating to a period of unpaid leave must be shared with the NES Sponsorship team prior to the leave and or within 10 days, for further information on the implications to training			