

CONTROLLED DOCUMENT

Study Leave Policy

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CLASSIFICATION:	Learning and Development
PURPOSE	This document outlines the Trust's policy regarding the provision of Study Leave for non-medical staff.
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1. Policy Statement

- 1.1 University Hospitals Birmingham NHS (The Trust) is committed to excellence in patient care and recognises that investing in the education, training and ongoing development of all staff is a contributory factor in achieving this.
- 1.2 This Study Leave policy demonstrates the Trust's commitment to lifelong learning and the development of each individual's current and future potential through the allocation of study leave and support to meet the costs of relevant training courses, conferences, external meetings or other educational events which meet the requirements of this policy.
- 1.3 The concept of lifelong learning will be delivered in practice through effective appraisal and identification of support to meet training and development needs.
- 1.4 Where the Trust has agreed to provide study leave or funding for an employee to undertake a programme of training leading to an award / qualification, there is an expectation that the employee will attend all the necessary sessions, complete any work / assignments relevant to the course and disseminate any knowledge and learning across the Trust as appropriate.
- 1.5 This policy has been developed to ensure that there is equal access and opportunity to all aspects of education and development for all Trust staff.
- 1.6 This policy should be read in conjunction with the Study Leave procedure.

2. Scope

2.1 This policy covers all non-medical clinical and non-clinical staff with the exception of the following staff groups. Exceptions include:

2.1.1 Consultant Medical and Dental Staff – determined by the Medical and Dental Terms and Conditions of Service.

2.1.2 Postgraduate Medical Trainees – determined by Health Education England

2.1.3 Junior Specialist Doctors

2.1.4 Locate members of staff

2.1.5 Staff members with Honorary contracts

2.2 Education, training and development activities can be both internal and external and include but are not limited to:

2.2.1 Academic study. For example, degree/diploma level study

2.2.2 Vocational study

2.2.3 Conferences and Seminars

2.2.4 Learning & Development placements within the Trust or with other organisations

2.2.5 Professional development programmes

2.2.6 Skills and competency development programmes

2.2.7 Leadership and management development programmes

2.2.8 Mentoring/shadowing/coaching opportunities

2.3 This policy excludes attendance at courses that are mandatory for an employee's job role.

3. Framework

3.1 Study Leave

- 3.1.1 Where the Trust provides financial assistance for study or development for staff, this does not automatically guarantee study leave. Time off work to attend sessions or additional days to complete assignments for example must be discussed and agreed with their Line Manager.
- 3.1.2 **Short Courses, Training Activities and Conferences:** A study leave application is required for those activities which have an educational or developmental purpose and which lead to the acquisition of skills or knowledge relevant to an employee's current or future role at the Trust. They are primarily short training courses for skills and/or knowledge development, but may also include attendance at conferences, seminars or designated meetings, attendance at which must be discussed and approved with the Line Manager.
- 3.1.3 **Long Courses:** Training/education and development which will support the employee's career pathway, but is also of benefit to the Trust and wider NHS, for example, applications to study for degrees; applications must be identified through the annual Appraisal/Personal Development Plan process. Study leave will be considered and potentially granted following consideration of the demands, staffing and financial resources of the department.
- 3.1.4 **CPD and Personal Study:** Registered/professional staff have a personal responsibility to maintain the required level of knowledge and skills in order to fulfil their professional accountability and to maintain and to update their professional registration. Personal study to fulfil the requirements.
- 3.1.5 Where Continuing Professional Development (CPD) takes the form of attendance at a meeting, event, course for example, a study leave application should be completed and study time discussed with the employee's line manager.
- 3.1.6 Where Continuing Professional Development (CPD) does not require attendance at a formal meeting, event or course; for example, reflective practice, journal reading; such CPD activities should take place in the employee's own time.
- 3.1.7 Education and development opportunities/courses which are of personal benefit, and have no benefit to the Trust will be the employee's own choice and therefore the staff member will attend and study in their own time.

3.2 Financial Contribution by the Trust for Study/Course Fees

- 3.2.1 **Short Courses, Training Activities and Conferences:** Such courses are primarily short training sessions for skills and/or knowledge development, but may also include attendance at conferences, seminars or designated meeting Departmental contribution to any course fees is at the discretion of the line manager and budget holder.
- 3.2.2 **Long Courses:** Such courses are training/education and development which will support the employee's career pathway, but are also of benefit to the Trust and wider NHS, for example, applications to study for degrees. Departmental contribution to any course fees is at the discretion of the line manager and budget holder.
- 3.2.3 **CPD and Personal Study:** Registered/professional staff have a personal responsibility to maintain the required level of knowledge and skills in order to fulfil their professional accountability and to maintain and to update their professional registration. Personal study to fulfil the requirements. Where Continuing Professional Development (CPD) takes the form of attendance at a meeting, event, course for example and an attendance fee is applied, the Trust may contribute in full or in part to such fees. This is at the discretion of the line manager and/or budget holder.
- 3.2.4 Education and development opportunities/courses which are of personal benefit, and have no benefit to the Trust will be funded by the staff member.
- 3.2.5 Acceptance onto a course that is funded through the Trust's education contracts is at the discretion of the Education Directorate. Examples include courses arranged by the Education Directorate for Nursing staff.

4. Duties

The Trust Board has overall responsibility for ensuring it has a workforce fit for purpose and able to deliver safe, high quality patient centred care. Execution of this responsibility is through the provision of suitable and sufficient education and development to ensure that all staff are fully equipped to deliver all aspects of their role.

4.1 Executive Director of Delivery:

- 4.1.1 The Executive Director of Delivery has responsibility for overseeing this policy throughout the Trust.
- 4.1.2 The Executive Director of Delivery shall approve all procedural documents associated with this policy, including the Study Leave Procedure and any amendments to such documents, and is responsible for ensuring that such documents are consistent with this policy.

4.2 Education Directorate

- 4.2.1 Ensure through the line management structure that all staff, managers and training leads are aware of their roles and responsibilities in implementing the Study Leave Policy and Procedure.
- 4.2.2 Review the Study Leave Policy and Procedures on a 3 yearly basis and update in accordance with new legislation and national drivers.
- 4.2.3 Ensure that communication of the Study Leave Policy is disseminated throughout the Trust in the most appropriate manner.

4.3 Line Managers

- 4.3.1 Consider all applications for study leave and only approve after taking into account service demands.
- 4.3.2 Decide whether the proposed development activity/event is the most suitable solution to the identified need and will support the development of the individual.
- 4.3.3 Ensure that applications are considered in line with the Trust's commitment to equality and diversity/ protected characteristics.
- 4.3.4 Reasons for rejecting study leave should be provided by the manager to the employee through a formal letter or email.

- 4.3.5 Discuss with the employee the level of support applicable for the learning activity and ensure that total commitment has been sought and agreed with the applicant before an agreement to study leave has been entered into.
- 4.3.6 Ensure both the individual and the Line Manager are clear about the outcomes of the development opportunity and how this will support achievement of the career development and achievement of both Team and Trust objectives.

4.4 Budget Holders

- 4.4.1 Consider all applications for financial contributions and only approve after taking into account budgetary commitments.
- 4.4.2 Decide whether the proposed development activity/event is the most suitable and cost-effective solution.
- 4.4.3 Discuss with the employee and line manager the level of financial support applicable for the learning activity and ensure that total commitment has been sought and agreed with the applicant before an agreement to sponsor has been entered into.

4.5 Employee

- 4.5.1 To adhere to the principles of the policy and procedure.
- 4.5.2 To follow the Study Leave Procedure
- 4.5.3 To work with their line manager to identify their own educational and development needs in line with the requirements of their role both current and future.
- 4.5.4 Commit to and attend, all study sessions and complete all work/ assignments associated with the course undertaken. Failure to do so could lead to disciplinary action being taken.

5. Implementation and Monitoring

5.1 The policy will be monitored through the Operational Workforce Group. This group will in turn provide assurances to the Executive Director of Delivery that:

5.1.1 The policy remains fit for purpose and is reviewed on a three yearly basis

5.1.2 The policy and associated procedural documents will be disseminated throughout the Trust via various communication channels to ensure accessibility and understanding.

5.2 Monitoring will also take place via the annual appraisal process and is the responsibility of the line manager.

6. Associated Policy and Procedural Documentation

6.1 Study Leave Procedure

6.2 Consultants/Medics Study Leave Policy

6.3 Appraisal Policy and Procedure

6.4 Equality and Diversity in Employment Policy

6.5 Mandatory and Statutory Training Policy

6.6 Grievance and Disputes Policy

6.7 Grievance Procedure

APPENDIX 1- Funding and Study Time Guidance Document

Please note that the amounts below are purely guidelines and all funding and study time allocation is at the Line Managers discretion.

CATEGORY	EXPLANATION	EXAMPLES OF TRAINING	SUPPORT OFFERED (GUIDE)	STUDY TIME OFFERED (GUIDE)
A	The training/development is an organisational need and will also benefit the individual.	Service development;; role training; interpersonal skills; upgrading occupational knowledge; leadership; Management.	75% - 100%	50% – 100%
B	Benefits the future personal development of the individual but will also be of some direct benefit to the Trust.	Professional Degrees; Postgraduate study Professional higher training	Up to 50%	50% - 100%
C	Benefits the individual with some indirect benefit to the service.		No support for fees.	0% - 25%

