

<p><b>Reference Number:</b> UHB 105</p> <p><b>Version Number:</b> 4</p>	<p><b>Date of Next Review:</b> <del>To be reviewed when document approved</del></p> <p><b>Previous Trust/LHB Reference Number:</b> T/293 HR15</p>	<p><b>Date of document</b></p> <p><b>Previous</b></p>
<p><b>Study Leave Guidelines, for Non Medical/ Dental Staff</b></p>		
<p><b>Introduction and Aim</b></p> <p>The Cardiff and Vale University Health Board (UHB) is committed to the continuing education, training and development of all staff to enhance the work environment, competence of employees, and improve the quality of services. These guidelines outline the commitment of the UHB, levels of development priority (Table 1) and funding available for training and development activity.</p> <p>These guidelines support the Conducting Personal Appraisal Development Reviews (PADR) Policy, which provide guidance for managers and staff undertaking a PADR.</p> <p>The guidelines outline the processes for identifying and prioritising individual, team, department and Clinical Board training needs.</p>		
<p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• To provide an understanding of the different categories of study leave</li> <li>• To detail the process on how to apply for study leave, to include documentation</li> <li>• To outline the roles and responsibilities in the study leave process</li> <li>• To explain the process for reimbursement of course/ conference fees and how to reclaim expenses incurred</li> <li>• To direct staff to other sources of funding available.</li> </ul>		
<p><b>Scope</b></p> <p>These guidelines apply to all staff groups employed by the UHB, this includes part-time (including bank staff), full-time staff and those on fixed term contracts. However, excludes Medical and Dental staff and Executive Directors. Study leave should be granted in full to part-time staff, on the same basis as to full-time staff.</p>		
<p><b><u>Disclaimer</u></b></p> <p><b>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the <a href="#">Governance Directorate</a>.</b></p>		
<p><b>Equality and Health Impact Assessment</b></p>	<p>A stand-alone Equality and Health Impact Assessment has not been completed, because this procedure, along with other LED procedures are covered by the ‘training and education policies’ EHIA.</p>	
<p><b>Documents to read alongside this Procedure</b></p>	<p>Statutory/ Mandatory Training Procedure          Conducting Personal Appraisal and Development Reviews (PADR) Policy          Knowledge and Skills Framework (KSF)</p>	

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	Standards of Behaviour Framework Policy Incorporating the Declaration of Interests, Gifts, Hospitality and Sponsorship Professional Registration Codes of Conduct – HCSW/ Managers Dyslexia Policy
<b>Approved by</b>	Employment Policy Sub Group
<b>Accountable Executive or Clinical Board Director</b>	Executive Director of Workforce and OD
<b>Author(s)</b>	LED Manager
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<b>Summary of reviews/amendments</b>			
<b>Version Number</b>	<b>Date of Review Approved</b>	<b>Date Published</b>	<b>Summary of Amendments</b>
Trust 1	2004	2004	New guidelines
Trust 2	August 2007	August 2007	Amended to version 2
UHB 1	January 2012	14 <sup>th</sup> March 2012	Reviewed and amended to UHB document
UHB 2	May 2012	30 <sup>th</sup> May 2012	Reviewed and amended – Chairs action
UHB 3	Jan 2015	22 <sup>nd</sup> Apr 2015	Review and update
UHB 4	Jan 2019	28 <sup>th</sup> Jan 2019	EHIA section updated 2.1 Sickness Absence Policy amended to Managing Attendance Policy

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## 1. INTRODUCTION

All staff should have an annual Personal Appraisal and Development Review (PADR). These Guidelines have been written in support of these requirements. For information that is specific to the PADR process refer to the Conducting Personal Appraisal and Development Reviews (PADR) Policy.

## 2. ROLES AND RESPONSIBILITIES

### 2.1 Individuals Responsibility

All staff must take responsibility for their own learning and development requirements. Staff are equal partners in successfully achieving their development needs and therefore are responsible for:-

- Identifying their own development needs, including Mandatory, essential and Continuing Professional Development (CPD).
- Accessing appropriate learning opportunities
- Attending and completing all authorised study days, in particular mandatory training. Providing feedback on the quality and effectiveness of learning activities
- Evaluating and sharing learning opportunities widely
- Notifying their line manager if they are unable to attend the training course/ development activity. Where relevant this should also be in accordance with the Managing Attendance Policy. This is in addition to reporting any absence to the relevant University or course provider if required.

NOTE: If instances of non-compliance with this requirement are identified and no written documentation exists (e.g. SSF1 Forms, Medical Certificates etc) to support the absence, then the UHB reserves the right to take any appropriate Disciplinary Action and to also refer the matter to the UHB's nominated Local Counter Fraud Specialist (LCFS).

As a result of the individuals actions in not informing the UHB of his/ her absence and if it is found that there is prima facie evidence of fraud, then the LCFS will be required to carry out a separate investigation in accordance with the NHS Counter Fraud Manual, which could result in a criminal prosecution also being brought against the individual(s) concerned.

### 2.2 Managers Responsibility

The manager is responsible for the development of all staff within their areas of responsibility, which includes:

- Identifying learning and development needs to meet the needs of the organisation, department and the individual.
- Ensuring all staff have equal opportunities to access learning and development activities.
- Ensuring that all staff attend booked training event and local records of attendance are maintained.
- Ensuring that they take the appropriate action if it is found that the staff member has not attended any training and has failed to inform them of this.

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- Liaising with employees at regular intervals in addition to the annual PADR to review progress and offer further support.
- Ensuring that all relevant forms and information are maintained in the employees Personal File (please refer to the Conducting PADR's Policy).
- Collating information from Personal Development Plans (PDPs) to develop departmental training plans
- Incorporating departmental plans into Directorate/ Clinical Board training plans.
- Ensuring that where staff are requesting funding to support Continuing Professional Development they may be required to commit to continued employment with the UHS for a period of time or repayment of all or part of the funding should they wish to leave sooner (see Section 5 below).

### 3. CATEGORIES OF STUDY LEAVE

Table 1 below provides guidance regarding the level of priority of training and development. The definitions of the 3 types of training considered are further explained below.

#### 3.1 Statutory/Mandatory training

This is training activity which the UHB is required by statute to provide, or which the UHB deems essential to ensure patient and staff safety, welfare or employee compliance with legislation or best practice in a specific role (please refer to the Statutory/ Mandatory Training Policy for further information). All **core** mandatory training module updates, as a total of study time, can be achieved each year in half a day study leave (either classroom or e-learning). Study leave time should be allocated to staff to complete the statutory/ mandatory training to allow them to practice safely within the UHB.

#### 3.2 Essential skills

Development requirements that Directorates deem are essential for the individual staff member's role. Directorates within Clinical Boards can determine their own essential skills and prioritise them; however table 1 below provides some guidance.

#### 3.3 Continuing Professional Development (CPD)

This is development activity which enhances the depth and breadth of the individual's professional knowledge.

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**Table 1 - Guidance grid relating to the levels of development priority and percentage of funding and paid study leave that can be allocated to staff.**

Priority	Definition	Examples	Funding/ Paid Study leave
Mandatory/ Statutory requirements	Training activity which the UHB is required by statute to provide or which the UHB deems essential to ensure patient and staff safety, welfare or employee compliance with legislation or best practice in a specific role.	Fire Safety Health and Safety Infection, Prevention and Control Energy, Waste and Environment Equality and Diversity Child protection, Manual Handling Basic Life Support.	100% Mandatory training is delivered internally, either by e-learning or taught methods.
Essential Skills	Development requirement to enable progression through a gateway, or to ensure the staff member can undertake all aspects of their role	Managing difficult conversations, BSc module in caring for the elderly. Clinical skills i.e. Cannulation, HR Policy NVQ	100% These development needs will always be identified as an essential requirement within an individuals personal development plan
Continuing Professional Development	Development activity which enhances the depth and breadth of the individual's professional knowledge.	Higher academic awards Conferences	50%-100%* The UHB will <b>normally</b> contribute a minimum of 50% funding for higher academic qualifications. Study leave is at the manager's discretion and service delivery demands.

\* Refer to section 5 for more information regarding funding.  
For information relating to the payment of expenses please see Appendix 1

#### 4. HOW TO APPLY FOR STUDY LEAVE

- All applications must be discussed and agreed in advance with the Line Manager demonstrating the link to the gaps identified in the PDP using the KSF.
- All information requested on the [study leave application form](#) must be completed before final approval is given. The form must be signed off by the Line Manager and a Clinical Board education authorised signatory. The Line Manager will provide assistance completing the application form, if needed.

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- Completed application forms should be submitted to the authorising manager at least 4 weeks prior to course commencement and 3 months prior where there is overseas travel.
- Retrospective submission for approval will only be granted in exceptional circumstances.

Please note study leave application forms are not required for courses categorised as mandatory and essential skills. However, application forms are required for study leave taken in relation to CPD, which includes conferences.

If it has been agreed for the employee to self fund a percentage of the course fees and they have requested that this be deducted from their salary; please ensure the appropriate section on the Form must be completed. The Payroll Department will notify the individual in writing of the following:

- Their overall contribution
- The number of months for it to be deducted from their salary; this is normally for the duration of the Study Leave period.
- Amount to be deducted per month

Paid leave and expenses may be awarded for overseas travel for activities that fall within the criteria outlined above. If the conference or period of study constitutes an essential part of an education programme, leave may also be granted.

#### **4.1 Completion of Study Leave Application Form**

An application form should be completed where the development of study activity (i.e workshops/ conferences/ training etc) does not form part of the usual job plan/ work role of the individual and the member of staff will be off site. If unclear of when to complete an application form, the individual will need to discuss with their Line Manager.

All learning and development activity, both formal and informal, should be captured and recorded within an individual's personal development plan as part of the PADR process (please refer to the Conducting PADR's Policy).

Paid leave is discretionary and must be negotiated with the Authorising Manager before undertaking any activity. It must be emphasised that identifying individual's Training Needs and applying for Study Leave does not guarantee funding.

## **5. FUNDING**

### **5.1 Courses lasting more than one year**

Support can be given for courses lasting more than one year, but managers need to be particularly aware of the level of commitment required from the UHB and the applicant in such cases. Approval for a course can only be granted for one academic

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year at a time. This is because the level of support offered in the future may vary dependent upon service demands, availability of finance and training and development priorities. Further funding should be discussed at the annual PADR. Individuals applying for a longer term course should complete a study leave form for each academic year.

Managers must ensure as far as is possible, that any employee of the UHB who wishes to undertake training either involving regular release over one academic year or more and/ or is applying for study leave where there is significant financial outlay, is intending to remain in the UHB for at least one year after the training is completed. A standard letter is available from the Learning Education and Development (LED) Department on request.

Any employee who is thinking of undertaking such training and who may be entitled to financial assistance from the UHB must be made aware of the commitments they have to both completing the course and to the UHB itself.

It is the Authorising Manager's responsibility to explain the conditions for granting leave and financial support with regard to continued employment in the UHB.

## **5.2 Academic Courses**

The UHB is committed to helping their staff achieve degree level status in subjects relating to their role. Post Graduate Certificates, MSc, MA, MPhil or PHD programmes will be subject to variable degrees of UHB funding support.

## **5.3 Other streams of funding**

Sponsorship is sometimes provided by organisations to allow employees to attend conferences and courses. No sponsorship should be accepted without the prior agreement of the appropriate Executive/Clinical Board Director. A [Gifts, Hospitality and Sponsorship Form](#) should also be completed prior to the acceptance of any sponsorship. The Director must be satisfied that acceptance will not compromise or influence purchasing or resourcing decisions in any way. Employees must ensure that they adhere to the provisions outlined in the Standards of Behaviour Framework Policy Incorporating the Declaration of Interests, Gifts, Hospitality and Sponsorship.

## **5.4 No cost implications**

Completion of a formal UHB Study Leave Application Form is at the discretion of the Authorising Manager, although copies are NOT required by the LED Department for training and development activities that do not attract direct costs; the manager needs to keep these in the individual's personal records.

## **6. RECLAIMING EXPENSES**

Please see Appendix 1 for further information on reclaiming expenses.



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## **7. APPEALS**

There is no formal appeals process; however, if corporate funding or the provision of study leave is refused the individual has a right to explore alternative funding avenues or make reference to the Grievance Policy.

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## Appendix 1

### RECLAIMING EXPENSES

- Expenses can be claimed as detailed below in accordance with standing UHB regulations and Terms and Conditions of Employment Contracts (Agenda for Change Terms & Conditions; Section 17 – Reimbursement of travel costs).
- Examination fees can be claimed for a first attempt only and paid or unpaid revision leave is at the manager's discretion. Registration and subscription fees to professional bodies will not be paid by the UHB except where an examination relates to membership of a professional body and the examination fee includes initial membership. These may be paid on a discretionary basis with subsequent payments remaining the responsibility of the employee.
- Accommodation costs must be approved in advance by the budget holder and all receipts retained for verification. Accommodation will be booked by the person attending the course/conference. Reimbursement will be up to the amounts specified within the UHB's Travel and subsistence rates. Reimbursement for amounts over and above these rates are subject to agreement in advance.
- Subsistence allowances are paid on a scale that varies with the length of time away from the workplace. Again, all receipts must be retained for verification.
- Subject to prior agreement, expenses can be claimed for travel by road or public transport. Employees using their own car will be reimbursed at Public Transport rate with allowances payable for toll fees and passengers. Only mileage in excess of miles travelled to and from base, at public transport rate can be claimed.
- In some cases, internal flights may be the most cost-effective form of travel, particularly if they reduce the time the individual is away from the workplace.
- Taxi fares will not be reimbursed unless there is no suitable alternative or where heavy baggage or equipment is being carried. It is acceptable to use a taxi to avoid compromising personal safety, or where it is normally supported for staff with mobility issues to attend work.
- The onus is on the applicant and their manager to ensure that costs are kept to a minimum. Rail, coach and flight tickets can be obtained through Procurement at a significant discount. Advantage should always be taken of early booking discounts. Where possible, car sharing should be utilised.
- Except in instances where the UHB can be invoiced directly, all expenses must be claimed wither via e-expenses or from the Expenses Section at Lansdowne Hospital. Completed claim forms should be verified by the manager who endorsed the original study leave form and returned as below. Additional approval is required for any variance to the original costs. Failure to do this will result in the original claim not being paid. Please forward completed forms to:  
Expenses Officer  
Expenses Section

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Payroll Department  
Companies House

- It is important to note that expenses relating to study leave must be re-claimed within three months of completion of the development activity.