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Cardiff and Vale  
University Health Board

## STUDY LEAVE GUIDELINES FOR NON MEDICAL/DENTAL STAFF

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<b>Documents to read alongside this Guideline</b>	Mandatory Training Policy Conducting Personal Appraisal and Development Reviews (PADR) Policy Knowledge and Skills Framework (KSF) Standards of Behaviour Framework Policy Incorporating the Declaration of Interests, Gifts, Hospitality and Sponsorship
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### Disclaimer

When using this document please ensure that the version you are using is the most up to date either by checking on the UHB database for any new versions. If the review date has passed please contact the author.

**OUT OF DATE POLICY DOCUMENTS MUST NOT BE RELIED ON**

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## STUDY LEAVE GUIDELINES FOR NON MEDICAL/DENTAL STAFF

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## 1. INTRODUCTION

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 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 directly linked to the Knowledge and Skills Framework (KSF).

These guidance notes 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. Study leave should be granted in full to part-time staff, on the same basis as to full-time staff. They apply to all employees who come under the Agenda for Change Agreement, therefore excludes Medical and Dental staff and Executive Directors.

These guidelines support the Policy for conducting Personal Appraisal Development Reviews (PADR), which provide guidance for managers and staff undertaking a PADR, with particular reference to the KSF.

The guidelines outline the processes for identifying and prioritising individual, team, department and Divisional training needs, as detailed in the Training and Development Plan Framework.

When applying for study leave, individuals must ensure that the correct [study leave application form](#) is used (Appendix 1), completed fully and signed off by an authorised manager. The study leave form remains within the Divisions as the money for education is mostly devolved. Applicants should be aware that completion of a study leave application form does not automatically secure funding, or a place on a course. Please see process section for further information.

## 2. POLICY STATEMENT

Understanding the vision of the UHB helps the organisation plan to develop and support staff to achieve the best care for patients.

The aims and values of the UHB are underpinned by principles of Equality and Diversity, which are the cornerstone of the service to patients and the treatment of staff.

Achievement of the UHB's core values requires a highly skilled and motivated workforce and Line Managers' have responsibility for staff training and development within the Ward/Department/Directorate. Line Managers should identify the direction and objectives for their department within the context of the service and organisations' objectives. Consideration must be then given to individual's development /learning needs in the context of the department's objectives.

Individual development plans should be incorporated in a Directorate Plan resulting in a prioritised Divisional development plan which will guide the manager's response to study leave applications. Individuals will be encouraged through the PADR process to identify needs using the KSF, resulting in the implementation of the PADR policy. It will support the appraisal/ PADR process and facilitate the achievement of

gateway accreditation. It should be recognised that much training/learning can and should be achieved “on the job” through the utilisation of the UHB’s own resources.

Apart from statutory training, most study leave and expenses are granted at the discretion of the UHB. The UHB is fully committed to supporting clinical governance and recognises its responsibility with regard to promoting life-long learning for all individuals and teams which enable the UHB to improve the patient's experience. The UHB is charged with remaining financially viable and it must be recognised that study leave/expenses cannot be granted as a right, but balanced against the needs of the service, the individual, team and UHB. However, it is recognised under KSF that individuals must be given the opportunity to achieve their PADP, objectives and KSF gateway requirements.

### **3. CATEGORIES OF STUDY LEAVE**

#### **3.1 Statutory/Mandatory training**

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. All mandatory training updates as a total of study time can be achieved each year in half a day study leave. This should be allocated to staff to complete 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 Divisions can determine their own important essential skills and prioritise them.

#### **3.3 Continuing Professional Development**

Development activity which enhances the depth and breadth of the individual's professional knowledge.

**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.**

<b>Priority</b>	<b>Definition</b>	<b>Examples</b>	<b>Funding/ Paid Study leave</b>
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 Child protection, Infection control 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 a mandatory requirement within an individuals personal development plan
Continual Professional Development	Development activity which enhances the depth and breadth of the individual's professional knowledge.	Higher academic awards	50%-100% The UHB will normally contribute a minimum of 50% funding for higher academic qualifications. Study leave remains at the manager's discretion and service delivery demands.

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

- All applications must be discussed and agreed in advance with your Line Manager demonstrating the link to the gaps identified using the KSF.
- All information requested on the [study leave application form](#) must be completed before final approval is given and the form is signed off by your Line Manager – please note that the study leave form must be signed off by a Divisional education authorised signatory.
- Completed application forms should be submitted to the authorising manager at least 4 weeks prior to course commencement.
- Retrospective submission for approval will only be granted in exceptional circumstances.

If the employee is self funding a percentage of the course fees and has requested that this be deducted from their salary; please ensure the appropriate section on the Study Leave Form is completed. Expenses will notify the individual in writing of the following:

- Their overall contribution
- Confirm the number of months to be deducted from their salary; this is normally for the duration of the Study Leave applied for.
- 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. For overseas study leave, application forms should be submitted at least three months in advance.

If an employee applies for and is then granted paid Study Leave by the UHB and is required to attend a College, University or any similar facility as part of their studies, then should the employee be absent from the studies by reason of ill health, he/she has a duty to not only report the absence to the College etc but must also inform their Line Manager in the UHB of the reason for the absence in accordance with the UHB's Sickness Policy.

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 individual's 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.

## **5. THE ROLE AND RESPONSIBILITIES OF THE INDIVIDUAL/ MANAGER**

### **5.1 Individuals Responsibility**

All staff must take responsibility for their own learning and development requirements via the PADR process, which should be undertaken at least once annually. Staff are equal partners in successfully achieving their development needs and therefore are responsible for:-

- Actively pursuing and participating in Appraisals
- Identifying their own development needs, including Mandatory, essential and CPD development
- 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
- Notify their line manager if they are unable to attend the training course, development activity

## **5.2. 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 agreed personal development plans are met
- 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
- Liaising with employees at regular intervals in addition to the annual PADR to review progress and offer further support
- Ensuring that all staff undertake an annual PADR, recording and reporting this to the Learning Education and Development (LED) Department via agreed process
- Collating information from PDPs to develop departmental training plans
- Informing departmental plans into Directorate/ Divisional training plans.

## **6. 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 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.

### **6.1 Guidance for Managers**

The UHB is committed to helping their staff achieve degree level status in subjects relating to their role. Where ever possible this will be fully funded. Post Graduate Certificates, MSc, MA, MPhil or PHD programmes will be subject to variable degrees of UHB funding support. Candidates who have established additional external funding from professional organisations or other means will be considered for greater funding here.

## **7. REIMBURSEMENT OF FEES**

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 LED 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.

## **8. OTHER 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/Divisional 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.

## **9. 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.

All learning and development activity, both formal and informal, should be captured and recorded within individual's personal development plans as part of the PADR process at Directorate level.

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.

## **10. RECLAIMING EXPENSES**

Please see Appendix 2 for further information on reclaiming expenses.

## **11. APPEALS**

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

## **12. EQUALITY STATEMENT**

Cardiff and Vale UHB is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff, patients and others reflects their individual needs and does not discriminate, harass or victimise individuals or groups. These principles run throughout our work and are reflected in our core values, our staff employment policies, our service standards and our Single Equality Scheme-FAIR CARE. The responsibility for implementing the scheme falls to all employees and UHB Board members, volunteers, agents or contractors delivering services or undertaking work on behalf of the UHB.

We have undertaken an Equality Impact Assessment and received feedback on these guidelines and the way it operates. We wanted to know of any possible or actual impact that this policy may have on any groups in respect of gender, maternity and pregnancy, marriage or civil partnership issues, race, disability, sexual orientation, Welsh language, religion or belief, transgender, age or other protected characteristics. The assessment found that there was little impact to the equality groups mentioned. Where appropriate we have taken or will make plans for the necessary actions required to minimise any stated impact to ensure that we meet our responsibilities under the equalities and human rights legislation.

### **13. AUDIT**

Auditing of the study leave forms is not undertaken centrally. Each division is responsible for auditing and maintaining their own study leave records.

### **14. REVIEW**

These guidelines will be reviewed and revised in 3 years.

**Appendix 1**

**APPLICATION FOR STUDY LEAVE**  
(for staff on Agenda for Change Terms & Conditions)

This form is to be completed by staff who wish to attend a study day

<b>SECTION ONE – TO BE COMPLETED BY APPLICANT – PLEASE PRINT CLEARLY</b>	
Full Name:	Employee Number:
Position:	Ward/ Dept:
Hospital Site/ Location:	Contact Tel No:

<b>SECTION TWO – STUDY LEAVE DETAILS</b>	
Course/ Event Title:	
Organising Body i.e. University/ Institute/ College:	
Date of Study Leave:	No of Days:

Please confirm you have had your Personal Appraisal Development Review (PADR) Meeting and this study leave request is part of your Personal Development Plan (PDP)?	
Yes:	No:
Please confirm you have undertaken all of your Mandatory Training requirements?	
Yes:	No:

<b>SECTION THREE – STUDY LEAVE FUNDING</b>						
To be completed by Applicant			Authorisation to be completed by Budget Holder			
	Estimated £ Expenses	Expenses to be claimed	% Expenses Approved	Cost Centre	Authorisation & Signature of Budget Holder	Comments
Course/ Event Fee						
Accommodation						
Travel & Subs						
Text Books*						
Examination Fees*						
Meals						
TOTAL						

<b>SECTION FOUR - AUTHORISATION</b>	
To be completed by Applicant: I agree to share my learning experience with colleagues and discuss and evaluate the outcome of the learning with my manager	
Applicants Signature:	Date

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To be completed by Manager/ Head of Department: I do/ do not support this application (delete as appropriate)	
Comments:	
Manager/ Head of Dept Signature:	Date:
To be completed by Senior Manager/ Budget Holder: I do/ do not support this application (delete as appropriate)	
Comments:	
Manager/ Head of Dept Signature:	Date:

## Appendix 2

### RECLAIMING EXPENSES

- Expenses can be claimed as detailed below in accordance with standing UHB regulations and Terms and Conditions of Employment Contracts.
- 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.
- 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 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  
Payroll Department  
Lansdowne Hospital

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