**KINGSTON HOSPITAL NHS TRUST**

**MEDICAL/SURGICAL STAFF APPLICATION FOR STUDY LEAVE (Non-Training posts)**

**Applications should be received at least 6 weeks prior to intended dates of study leave to enable time to arrange the rota and locum cover if required. This form must be completed and returned to the rota-coordinator of the applicant’s department.**

**Section 1 – to be completed by the applicant**

**Name: …………………………………………………………………………..**

**Grade: …………………………………………………………………………..**

**Department: …………………………………………………………………………..**

**I wish to apply for study leave as follows:**

**From: …………………………… To: …………………………..**

**Total numbers of days (inclusive): …………………………………………………..**

**Course/exam: …………………………………………………………..**

**Course expenses – each LED has an annual budget of £700 pro-rata**

**Travel should be by the cheapest mode. UK Standard rail fare. Travel within the Greater London area & Taxi Fares will NOT be reimbursed.**

**I wish to apply for reimbursement of expenses as follows:**

 **a) Course Fee: £.......................**

**b) Travel (Mileage if applicable @ 33p per mile…………….) £…………….**

**c) Accommodation/Subsistence (£120 per night maximum) £……………..**

**SIGNATURE: ..................................................... DATE ............................. TOTAL £……………..**

**Please pass to consultant for signature**

**Section 2 – Nominated consultant for Signature**

**Approved by consultant ……………………… Date …………….**

**Noted on leave records: …………………………………………………**

**Please pass to rota-coordinator for signature**

**Section 3 to be completed by rota co-ordinator**

**Clinic cover required: …………………………………………………..**

**On-call cover required: …………………………………………………..**

**Details of locum cover required: …………………………………………………..**

**Signature of rota co-ordinator: ……………………… Date …………….**