

**Study Leave Policy**  
**(Applies to all staff apart from Medical and Dental)**

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The latest approved version of this document is online.  
If the review date has passed please contact the Author for advice.

### Version Control

<b>Version</b>	<b>Summary of Changes/Amendments</b>	<b>Issue Date</b>
1	Initial issue	October 2011
2	Review	January 2012
3	Review	January 2015
4	Review – The policy has been re-written to support staff and managers through the study leave application process. The application process has been reviewed and streamlined to reflect the education requirements for Health Board staff. The policy has been created in order to support the Health Board aspirations to support the 'grow our own approach' and to encourage managers to think about succession planning.	January 2020
5	Review – Additions to the policy to emphasise the importance of staff accessing development opportunities wider than their current role in order to develop for future roles in the organisation. Addition of an Equalities statement	January 2023

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## ENGAGEMENT & CONSULTATION

### Key Individuals/Groups Involved in Developing this Document

Role / Designation
Workforce Policy Review Group
Workforce and OD team

### Circulated to the following for Consultation

Date	Role / Designation
February 2019	Powys Announcement
May 2019	Workforce and OD team
July 2019	PTHB Directorate Managers via HR Business Partners
September 2019	Workforce Policy Review Group

### Evidence Base

**Please list any National Guidelines, Legislation or Health and Care Standards relating to this subject area?**

- UK Core Skills Training Framework (2016)
- NHS Staff Survey 2018

## IMPACT ASSESSMENTS

Equality Impact Assessment Summary					
	No impact	Adverse	Differential	Positive	Statement
<b>Age</b>	X				<b>See below</b>
<b>Disability</b>	X				
<b>Gender reassignment</b>	X				
<b>Pregnancy and Maternity</b>	X				
<b>Race</b>	X				
<b>Religion or Belief</b>	X				
<b>Sex</b>	X				
<b>Sexual Orientation</b>	X				
<b>Marriage and Civil Partnership</b>	X				
<b>Welsh Language</b>	X				
<p>This policy is for all staff (except Medical and Dental) and supports equal opportunities based on the skills and knowledge to undertake their roles both now and in the future.</p> <p>There may be a differential impact for staff who have either dyslexia or dyspraxia. This may impact on ability to engage with learning activities and interact with electronic systems for accessing training and information. The impact can be minimized by understanding individual needs and making adjustments.</p> <p>Travel to training sessions may also be a barrier linked to disability. As a Health Board, we endeavour to provide training at suitable locations to reduce travel times for staff and maximise the use of e-learning, whilst recognising the limited provision of suitable training rooms within Health Board premises.</p> <p>People with hearing loss may also find it difficult to hear without assistive technology. In the absence of assistive technology in training rooms, adjustments could be made to provide a more suitable learning environment.</p> <p>People with visual impairment may find it difficult to see presentations and handouts. This can be minimized by implementation of the branding guidelines and ensuring that readability guidelines are standard practice when delivering training.</p> <p>Any individual with additional needs may require additional time during courses and to complete any self-directed study.</p>					

This policy has been developed taking into account the requirements of the Welsh Language Standards. PTHB will continue to support staff who wish to undertake training in the medium of Welsh where possible but this is dependent upon the capacity of external providers.

**Risk Assessment Summary**

**Have you identified any risks arising from the implementation of this policy / procedure / written control document?**

Risk – the demand for education and development interventions exceeds the funding available and/or the capacity of staff.

**Have you identified any Information Governance issues arising from the implementation of this policy / procedure / written control document?**

N/A

**Have you identified any training and / or resource implications as a result of implementing this?**

Resources in both costs of education and development and time out for staff are limited. If demands for education and development are higher than the budget and time available, then prioritisation of requests will need to take place or the pace of change will need to be slowed.

Based on current funding streams, it cannot be assumed that all education and development applications with a cost attached can be approved.

## **1. Policy Statement**

Powys Teaching Health Board is committed to ensuring that staff have access to appropriate education, learning, development and training. As a Health Board, we recognise the crucial role that this provides in helping staff to maintain and acquire new skills to support the delivery of high quality and safe services; with an emphasis on 'growing our own', succession planning and creating local opportunities to strengthen the development of new roles within services. We recognise within PTHB that it is important that all staff are enabled to undertake the necessary training to excel in their current role, as well as have the opportunity to develop their capabilities for future roles.

Application of the policy and the learning and development framework will enable consistent, fair and equal consideration of corporate funding to support study leave applications.

The learning and development framework (Section 6) sets out the categories and definitions against which study leave can be applied.

## **2. Scope**

This policy applies to all Powys Teaching Health Board employees other than medical and dental staff who have separate arrangements for study leave. It applies to all permanent staff, those on fixed term and temporary contracts, and full and part time staff. The policy does not apply to Bank workers. Bank workers need to refer to the bank worker policy.

## **3. Objective**

The objective of this policy document is to provide a clear framework and guidance for all staff who are requesting study leave for learning and development.

## **4. Equalities**

PTHB is committed to the spirit and the letter of the equality Act (2010) and acknowledges its implications with respect to training and study opportunities. No member of staff requesting training will be disadvantaged on the grounds of Age, Race, Sexual Orientation, Disability, Religion or any other protected characteristic under the Act. Staff who are recommended to undertake learning related to a

characteristic (for example, following an Access to Work assessment) will be facilitated to do so.

## **5. Definitions**

- PTHB – Powys Teaching Health Board
- Study Leave - For the purpose of this policy, study leave is defined as time away from the normal work location granted by the Health Board for the purpose of undertaking learning and development activity. A working day would be defined as 7.5 hours.

## **6. Responsibilities**

### **6.1 Individual**

It is the individuals' responsibility to ensure that the correct procedure for applying for study leave and funding support is followed. All learning and development needs are identified, planned and reviewed through the Health Board's Personal Appraisal and Development Review (PADR) process. It is the responsibility of ALL staff to:

- be up to date with their Statutory and Mandatory Training (both corporate and role essential)
- actively participate in appraisal, self-assessing their achievements, skills and knowledge in order to inform their personal development plans
- agree with their manager a personal development plan
- ensure that all learning and development and relevant qualifications gained are recorded within the Electronic Staff Record (ESR)
- complete a study leave application form for all external learning and development that is not provided through ESR
- have approval for their study leave before accepting or attending any programme of learning
- attend and complete all identified study days and training courses
- evaluate their experiences, and where appropriate, share knowledge gained with team
- notify their line manager and training provider if they are unable to take up a previously arranged training place or are experiencing difficulties with current study programme

- be responsible for the necessary administrative arrangements including booking themselves onto course, once approval has been obtained from the line manager/budget holder
- fund any further studies or exams undertaken as a result of failure. However, this must be discussed with the line manager and any decision to continue with the studies/exams will be considered on a case by case basis.

**Individuals who leave the Health Board prior to completion of an agreed course of study, for which funding has been approved, may be required to repay all or part of the fees.**

It is recognised that accredited Trade Union representatives are entitled, under law, to be given appropriate time off with pay to attend relevant and recognised training courses. Provision for trade union leave is described in HR064 Trade Union Recognition Agreement.

## **6.2 Supervisors, Managers and Budget Holders**

It is the responsibility of Supervisors and Managers to:

- ensure the applicant is 100% compliant with category A before approving any study leave in category B, C or D (see section 6, table 1). Where an applicant is not 100% compliant with category A, the approving manager must risk assess any potential delay in approving the study leave applied for whilst the applicant becomes compliant
- apply the policy and procedures when reviewing, authorising and funding education and development opportunities in a fair and consistent way
- be accountable for the learning and development that takes place through the development of departmental workforce plans
- ensure that there is availability of resources both in terms of approved funding and staff availability to cover any absence from the service
- ensure that all staff have equal opportunity to apply for learning and development opportunities
- take into account any significant learning and development requirements of appointees and factor into recruitment costs
- review progress and offer any support if the employee is experiencing difficulties in relation to their study leave/training
- familiarise staff with the content of the study leave policy and the accompanying procedures
- embed training needs and learning development into workforce planning processes

- take into consideration the organisational need to 'grow our own' talent, by enabling opportunities to attend development training in categories C and D

### **6.3 Workforce and Organisational Development Department**

Workforce and Organisational Development Department is responsible for:

- managing the approval of education funding applications from the central education budget
- applying the policy and procedures when authorising and funding education and development opportunities
- Regularly reviewing and developing training, education and development policies and processes

**Corporate budget holders will reserve the right to charge departmental budgets for non-attendance on courses.**

**The Health board reserves the right to charge the individual for the course fees if they leave during or after (within 2 years) of the duration of the course. (see Table 1). This will be assessed on a case by case basis.**

**Table 1. Example of repayment of fees**

<b>Staff member leaves organisation :</b>	<b>Percentage of fees staff member has to pay back to Health Board</b>
1. During the course	<b>100%</b>
2. Within 1 year of completion of the course	<b>75%</b>
3. Within 2 years of completion of the course	<b>50%</b>
4. Within 3 years of completion of the course	<b>0%</b>

### **7. Learning and Development Framework (Table 2)**

<b>Category</b>	<b>Definition</b>
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<p><b>A: Statutory and Mandatory Training for ALL staff (UK CSTF)</b></p>	<p><b>The Core Skills Training Framework</b> is the recognised minimum standard for Statutory and Mandatory Training in NHS Wales and must be completed by all members of staff.</p>
<p><b>B: Role Essential Education and Development Required for Current Role</b></p>	<p><b>Learning and development opportunities to equip staff with the knowledge, skills and capability to carry out their current role.</b></p> <ul style="list-style-type: none"> <li>- Each role within the Health Board has a specific set of skills and competences which are required for staff to carry out their job effectively.</li> <li>- The knowledge, skills and abilities will be outlined within job descriptions and person specifications or be part of a competence profile</li> <li>- Some roles include CPD requirements for revalidation of professional qualifications, such as NMC/HCPC registration.</li> </ul>
<p><b>C: Education, Learning and Development to meet future needs of service/role</b></p>	<p><b>Education, Learning and Development to develop staff for succession planning and/or to meet future needs which may happen because of changes in practice, legislation, policy or how we deliver services.</b></p> <p>This learning is linked to the development of new or extended roles and where it is required for staff to move from their current sphere and scope of practice to more specialist or advanced activity. For example, it could include programs such as Non-Medical Prescribing, Specialist Practice Awards, Degree and Masters Modules, all of which are commissioned on an annual basis.</p> <p>Individual development is fundamental to PADR conversations, and study leave should be considered on the basis of this individual development plan that is relevant to career aspirations within PTHB.</p> <p>PTHB will continue to support staff who wish to undertake training to learn the Welsh Language.</p>
<p><b>D: Opportunities for personal</b></p>	<p><b>Education and Development opportunities which support personal and career development. These are described as</b></p>

<b>and career development</b>	<b>opportunities due to the limited numbers of places due to either funding or place availability.</b> These development opportunities offer personal and/or career development and may or may not be directly related to the individual's current role. The following learning will be included in this section: <ul style="list-style-type: none"><li>- Full Degree and Masters programmes</li><li>- Academi Wales learning opportunities, e.g. Summer School and Winter School</li><li>- International Learning Opportunities Scholarships and bursaries</li></ul>
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## **7. Process for Applying for Study Leave/ Training**

All applications must be discussed and agreed in advance with the line manager, ideally as part of the PADR. Following this, further approval needs to be gained from the Professional Head and Budget Holder.

Submission for study leave funding does not guarantee that funding will be granted. Prioritisation will be given to applications based on their individual merit and the ability to demonstrate that they support the delivery of;

- team and directorate plans; and /or
- the strategic objectives within the IMTP; and/or
- the Health and Care Strategy

All applications are subject to the availability of funding and therefore it is not possible to grant study leave and/or funding on all occasions. Where funding from the central education budget is not approved consideration can be given by budget holders to support applications from within Directorate or Team budgets.

Education and development opportunities can be accessed via the following routes:

If no funding required

1. Internal provision – Book via ESR (no requirement for study leave form)
2. External provision – Study leave application to manager only (request for paid leave) and activity recorded on ESR via self service

#### If funding required

1. Study Leave application form must be completed in full and given to the line manager, Head of Profession and budget holder for approval. If funding request is from the central education budget, then the completed application form can then be sent to Workforce & OD for consideration of funding.
2. Any study leave approved and subsequently taken needs to be recorded on ESR.
3. Retrospective submission for approval will not usually be granted.

#### Central funding Decisions:

There will be a quarterly process for allocating study leave funding from the central education budget for categories B, C & D (see table 2). Applications will be considered at the beginning of May, August, November and February each year.

Application forms should be submitted to Workforce and Development in line with the above cycle.

**NB: Any applications for funding to support advanced practice and extended skills training that is allocated from Health Education and Improvement Wales (HEIW) need to be submitted for consideration in May each year (e.g. postgraduate modules/programmes at Higher Education Institutes).**

Consideration will be given to the amount of study leave previously granted to the individual.

Payment of expenses for travel to and from learning events, including travel costs, subsistence and overnight expenses will be from departmental budgets at the discretion of the line manager and will be compliant with the relevant expenses policy.

Approval for some courses can only be granted for one academic year at a time.

## **8. Withdrawal of Funding**

In exceptional circumstances the Health Board reserves the right to withdraw some or all of the funding for the continuance of approved study leave e.g. failure to complete the work within the prescribed framework, failure to complete the course or to attend in accordance with the requirements of the course. Full discussions with the line

manager, the applicant and relevant education lead would take place prior to the notice of withdrawal of funding being issued. The final decision rests with the budget holder.

## 9. Review of Decisions

There is no formal appeals process, but you should expect the reasons for rejection of study leave in writing and the opportunity to ask for the decision to be reviewed by a higher level in the management structure. Requests for reviews need to be made in writing, within 5 working days of receipt of outcome. If corporate funding or the provision of study leave is refused the individual has the right to explore alternative funding avenues.

## 10. Time and Funding Support for Learning and Development Framework

**Table 2.**

<b>Learning and Development Framework</b>	<b>Total Health Board Funding from both central and departmental budgets</b>	<b>Paid Time Away from the Workplace</b>
<b>A: Statutory and Mandatory Training for ALL staff (UK CSTF)</b>	<b>100%</b>	<b>100%</b>
<b>B: Role essential education and development required for current role</b>	<b>100%</b>	<b>100%</b>
<b>C: Education, learning and development to meet future need of service/role</b>	<b>50% - 100%</b>	<b>100% for attendance (in addition, staff would be expected to contribute their own time to self-directed study)</b>
<b>D: Personal career development</b>	<b>Up to 50%</b>	<b>This would be discussed and agreed at managers discretion</b>

NB: Course resources i.e. books are the individual's responsibility to fund

## **11. Monitoring Compliance, Audit & Review**

All applications and decisions will be recorded and retained on file.

This document will be reviewed every three years or earlier should audit results or changes to legislation / practice within PTHB indicate otherwise.

## **12. References / Bibliography**

UK Core Skills Training Framework (2016)  
NHS Staff Survey (2018)



## Appendix A

### Application for Study Leave and Funding Support

**(NB: Please ensure this form is completed in full or it will be returned)**

Full Name			
Employee Number		Job Title:	
Pay Band			
Line Manager		Base:	
Department/Directorate		Telephone Number :	
Contact Email Address			
Course/Conference Title			
Course Provider and venue			
Date(s) & Duration			
Level of Study		Educational Credits	
No. of study leave days requested?			
Reason for application: (please describe the service or personal need for undertaking the course/training and how this will have an impact on service delivery)  (Minimum 150 words)			
Is this training/development identified in your PADR?	YES / NO	What is your % compliance with your statutory and mandatory training? (This will be checked by the funding panel).	_____ %
Date of most recent PADR / 90 day review?			

		For budget holder use only		
	Total Cost Requested (£)	% of Cost Approved	Funding agreed from which financial code? (e.g. Departmental/ Clinical Education/ Charitable Funds etc.)	Signature of budget holder/supervisor
Course/Conference				

Travel Expenses				
Accommodation				
Other (please state)				

### **Learning Contract**

- I have applied to attend the course/conference/workshop as specified and agree to use the knowledge/skills gained to develop my existing skills and the service I provide.
- I agree to produce a report for my line manager, if requested, in order to share my learning experiences with others in the Health Board.
- I agree to take responsibility for my own learning and supplement any learning as necessary by self-directed study.
- If I am unable to attend any or all study leave granted, due to sickness and/or any other reason I will inform my line manager as per Health Board policy.
- If I am experiencing any problems regarding coursework/assignments or examinations, I will inform my line manager as soon as possible.
- If I do not complete the course/assignments or examinations, other than through certificated illness, I realise that I may not be supported to attend future development/training opportunities. I may be liable for all the outstanding course fees and will pay back to the Health Board any funding already received.
- I agree to pay for any examination re-sits (after the first re-sit), repeat assessments or cost arising from late submission of course work.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### **Section B: To be completed by Line Manager and Head of Service**

Supporting Comments: (in a minimum of 150 words, please describe why you are in support of this application and how this will enable improved service delivery).

Has this course been identified in the departmental training plan? YES / NO
Are you satisfied with the member of staffs' compliance with their Statutory & Mandatory Training? YES / NO
APPROVE /NOT APPROVED Name and Signature (Line Manager):
APPROVED/NOT APPROVED Name and Signature (Professional Head of Service):
<u>If not approved, please explain reasons:</u>          

Notes for Managers:

1. Funding approval from the Central Training and Development budget will only be granted if the course/training has been identified in your departmental training plan and previously submitted to Workforce and OD Department.
2. Please forward the completed study leave application form to the Training and Development Department in the Workforce and OD Department, Bronllys Hospital or email [clinical.education.powys@wales.nhs.uk](mailto:clinical.education.powys@wales.nhs.uk) if you are applying for funding from the central training and development budget.
3. Incomplete forms will not be considered and will be returned to the line manager.
4. Apart from course/conference fees that have been approved for funding through the central training budget, the departmental budget holder is responsible for approving all other expenses (travel & accommodation etc.).

## **Appendix B**

### **Costs Approval Process**

Following the approval of funding for Study Leave Application:

For costs PTHB are requested to pay to a third party, in advance of the course, in order to secure booking or where an invoice will be submitted directly to PTHB

- Please send the invoice to your line manager if funding has been agreed from the departmental budget, or to Workforce and OD dept, Bronllys Hospital if funding has been agreed from the central training and development budget.

For costs to be reimbursed to staff

- To claim re-imburement of course/conference fees that have been paid directly to the training provider/organiser please claim these expenses using the e-expenses system.
- If the funding has been agreed from the central training and development budget, please inform the Workforce & Organisational Development Team of the local departmental budget code in which to transfer the agreed funds into.