Study Leave FAQS
Nottingham University Hospital NHS Trust is committed to supporting trainee medical staff and will make every effort to create the conditions which underpin high quality training, education & development.

The Postgraduate Education Centre administers expenses for junior doctor’s study leave on behalf of the EMLETB.

Please note that the Postgraduate Education Centre DOES NOT administer Consultants Study Leave.

FAQs for Study Leave

Q. Am I eligible for study leave?
   A. Anyone with a NTN (National Training Number) and occupies a LETB Funded training post is eligible to apply for study leave. You should have received a link to the new online CSL system along with log-in details. If you are not in receipt of this information please email HEEM.CSL@nhs.net

Q. What will the online system do?
   A. You can update your contact details
   A. Check how many study leave days you have remaining
   A. Check your entire study leave history

Q. How much study leave allowance/budget am I entitled to?
   A. Each doctor in training will have an individual budget for their year of training and a specific number of days attached to the programme. Please check online for your balance

Q. When should I submit my study leave application?
   A. You must submit your study leave application 8 weeks prior to your study leave commencing

Q. How do I get hold of the approved course list?
   A. Course lists for all programmes are stored on the LETB website: www.eastmidlandsdeanery.nhs.uk/page.php?id=737

Q. What is the web address to apply online?
   A. www.intrepidv10.co.uk/emd

FAQs for reimbursement of expenses

Q. What are the authorised costs from EMLETB?
   A. In addition to course fees the following expenses can be applied for:
      Maximum of £55 per night B&B
      Staying with friends or relatives £25 per night including subsistence
      Mileage at £0.24 per mile or public transport costs (standard travel only)
      Meal allowance of £20 per day

Q. Do I need to attach receipts with my expense claim form?
   A. All original receipts must be attached with any reimbursement request. If relevant receipts are not attached then items will not be reimbursed. Claims must be made within one month of attending course/meeting.

Q. Where do I obtain an expense claim form?
   A. You can download an expense claim form from the PGEC website, PGEC reception or your CSL champion

Q. Who is the CSL champion and where can they be found?
   A. In the Postgraduate Centres

   (City Campus):
   Jayne Mowson Jayne.mowson@nuh.nhs.uk
   (City Ext 59643) (QMC Ext 61952)

   (QMC Campus):
   Nina Iacovitti nina.iacovitti@nuh.nhs.uk
   Ext 66081