

# **Study leave reimbursement process – Lead Employer model**

**To be used by: Community and Sexual Health, Palliative  
Medicine, Sport and Exercise Medicine.**



## Notes

Please note that all applications need to be submitted **prospectively** on Accent Leave Manager, in line with the [Study Leave policy](#). Please use **one claim form per activity**.

## Applicant

1. Apply for study leave on Accent Leave Manager, as per the usual process. Ensure you have added estimated expenses to the initial application on Accent Leave Manager.
2. Ensure to liaise with approvers, if required, to obtain approval prior study leave start date
3. After the event, complete the study leave reimbursement claim form electronically
4. Collate receipts and proof of attendance (certificate or confirmation from organiser)
5. Email the completed claim form, receipts and proof of attendance to the Study Leave Coordinator at the Trust where you were based at the time of the activity
6. All claim forms need to be submitted to the Trust **within 8 weeks** of finishing study leave or receiving approval on Accent Leave Manager

## Study Leave Coordinator (Trust)

1. Once the claim along with the evidence is received, review the application on Leave Manager
2. Is the application approved? Has the date of the event passed? Has the claim form and evidence been received **within 8 weeks** of finishing study leave or receiving approval on Accent Leave Manager?
3. Check the claimed amounts are within the estimated amounts and within the entitlements
4. Check evidence submitted and liaise with applicant if necessary
5. Record authorised amounts on Accent Leave Manager (follow [guidance](#))
6. Process all claims before 1<sup>st</sup> of the month for that months' payroll

## NHSE Local Office

1. Run monthly payroll report
2. Check report for accuracy
3. Email report to Lead Employer on 1<sup>st</sup> of the month to ensure payment to applicants in that months' payroll