

## GUIDELINES FOR APPLICATION FOR LEAVE – CONSULTANTS

<p><b>ANNUAL LEAVE</b></p>	<p><b>Entitlement:</b> 33 days for up to 7 years service, 34 days for over 7 years service for a whole time or maximum part time practitioner (Pro rata for Part time).</p> <ul style="list-style-type: none"> <li>• Leave year shall run from practitioner's incremental date for salary purposes, or its anniversary where the practitioners are on the maximum of the scale, or the anniversary of the date of appointment where there is no incremental progression: practitioners previously conditioned to a leave year running from 1 June to 31 May can retain that leave year.</li> <li>• Up to five days may be carried over from a previous leave year at the <b>discretion of the SDU Director (the Medical Staffing Officer must be notified in writing).</b></li> <li>• <b>Requests should be made via MAPS</b></li> <li>• <b>Any queries should be made to the Medical Director's Office, Box 149 EXT 6310 or 3996</b></li> </ul>
<p><b>STUDY LEAVE</b></p>	<p><b>Leave Year:      Between 1 April and 31 March</b></p> <p><b>Entitlement:    Ten days per annum</b></p> <ul style="list-style-type: none"> <li>• <b>All requests for leave whether funding is requested or not</b> will be considered by the Medical Staff Study Leave Committee in keeping with the terms and conditions of service.</li> <li>• <b>Study leave will not be granted retrospectively.</b></li> <li>• If leave is approved the Committee will authorise an appropriate contribution towards expenses.</li> <li>• Examination fees are NOT payable.</li> <li>• The current maximum allowance for reimbursement of expenses by the Study Leave Committee is <b>£650</b> per annum.</li> <li>• Locum consultants are entitled to study leave which is calculated on a pro-rata basis.</li> <li>• Travel – mileage is calculated @24p per mile</li> </ul> <p><b>Completed forms to be sent to the Medical Staff Study Leave Committee, Postgraduate Medical Centre, Deakin Centre Level 1, Box 111 Ext: 217105</b></p> <p><b><a href="mailto:pgmcstudyleaveadmin@medschl.cam.ac.uk">pgmcstudyleaveadmin@medschl.cam.ac.uk</a></b></p>
<p><b>SPECIAL PROFESSIONAL LEAVE</b></p>	<p><b>Leave Year:      Between 1 April and 31 March</b></p> <p><b>Special Professional Leave</b></p> <ol style="list-style-type: none"> <li>1. Should not normally exceed a total of ten days per annum</li> <li>2. Is intended to cover absences involved either in: <ul style="list-style-type: none"> <li>➤ Active participation at major prestigious meetings</li> <li>➤ Royal College work: e.g. Reg. Adviser, College Tutor, Examining,</li> <li>➤ Similar duties for specialist Societies, Research Council, etc.</li> <li>➤ Expert Witness in Court</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>• It is the Consultant's responsibility to ensure that clinical cover is provided by making proper arrangements with relevant specialist colleagues.</li> <li>• Requests for special professional leave should be agreed with Service Delivery Unit Director.</li> <li>• Requests which come outside these guidelines should be discussed with the Medical Director first.</li> <li>• Please Note: <b>No Funding Available</b></li> <li>• <b>Requests should be made via MAPS</b></li> </ul> <p><b>Any queries should be made to the Medical Director's Office, Box 149 or EXT 6310 or 3996</b></p>