

PROCEDURES FOR ANNUAL LEAVE, STUDY LEAVE AND SICK LEAVE

Trainees' Travel Expense Forms:

The trainees record their own travel expenses online, without the need for supervisors' input or authorisation. However, an overview is as follows:

Trainees log onto the self-expenses system with their SHSC user name and password. They record the journeys between home and placement, as well as journeys undertaken during their working day, e.g. for home visits. These journeys are automatically calculated by the system, including deductions between home and base, if necessary. They are submitted to their clinical tutors for approval.

Annual Leave:

The trainee must obtain the supervisor's approval for any annual leave to be taken during the placement or study days. **This approval should not be regarded as automatic by the trainee.** In other words, the needs of the placement and the work being undertaken should be taken into account when discussing leave arrangements. Once the leave to be taken is agreed, the supervisor should sign the trainee's leave form, which is then forwarded to Jacquie Howard at the University. It is worthwhile noting that it may be difficult for trainees to take leave as it can rarely be taken during term time. Prior to leave being taken, requests for annual leave must be approved by the Clinical Tutor, and therefore sufficient time needs to be allowed when making requests.

Requests for annual leave to be taken during a future placement must be approved by the supervisor of that placement.

Trainees taking a week or more as annual leave must include their study days in their annual leave unless they specifically indicate to their supervisor where they will be working on their study day (see Study Days).

Study Days:

These are for the purpose of trainees completing coursework assignments. Trainees should not be expected to carry out placement-related work during their study days. However, study days **are** workdays and trainees should be contactable by telephone if, for example, an appointment has to be confirmed or cancelled, or some information about a client is needed urgently. This means that trainees must let the supervisor have a telephone number where they can be reached.

Sick Leave:

If a trainee is off sick during a placement, it is his/her responsibility to contact both the supervisor and the University base by telephone (through Jacquie Howard) on the first day of absence. The trainee is responsible for submission of sickness certificates, which must be sent to Jacquie Howard at the University base. Trainees must also notify the University base of their return to work as soon as possible. Failure to notify will eventually lead to withholding of salary, since the necessary paperwork will not have been completed.

Applications for Study Leave:

Trainees are entitled to apply to their employer for study leave and expenses to attend conferences or workshops that will directly contribute to their training as clinical psychologists. Such events must fall within the following categories:

- (i) Events of direct relevance to the current or forthcoming clinical placement. Such events will usually be recommended by the trainee's supervisor and it is expected that what is learned from the event will be applied in the placement.
- (ii) Events concerning current issues or developments in the field of clinical psychology generally. Where these events are expensive (e.g. Annual BPS Conference), any approval given may be with the expectation that the trainee(s) concerned will provide feedback to their fellow trainees.
- (iii) Events that are primarily relevant to the individual professional interests and development of a trainee. Applications for such events may need to be accompanied by a statement from the trainee setting out the ways in which attendance will contribute to his/her professional development. Where appropriate, it would be expected that the trainee would provide a report of the event to his/her fellow trainees.

Procedures for Applying for Study Leave:

- (a) Support for the proposed application and time away from the placement must be gained from the supervisor who will be supervising the trainee at the time of the event (i.e. current or next placement). Please note that leave cannot be granted for events taking place during academic blocks or on teaching days.
- (b) The completed study leave application form, **signed by the supervisor**, must be forwarded, together with a copy of the programme for the event, to Jacquie Howard at the University. No application can be considered without a programme and such applications will be returned to the trainee for the programme to be attached.
- (c) Events of type (iii) above should be accompanied by the required statement. When in doubt about whether this is required, the trainee should check with his/her Clinical Tutor. In some cases, an application may be referred to an assessor with relevant expertise for a view on its appropriateness to the trainee's stage of training.
- (d) Applications must reach the Clinical Tutor **at least four weeks** before the event in order to allow time for the approval procedure. Longer should be allowed for events in category (iii). Retrospective applications are not accepted.
- (e) Once approval has been given, a copy of the application form is returned to the trainee and should be included with a separate expenses claim form at the end of the relevant month. Any fees paid in advance by the trainee should be written on the form, together with travel and other expenses incurred up to the limit approved. **A receipt for any fees paid should be obtained** and attached to the expenses claim form. It is possible, with adequate notice, for course fees to be paid directly by Sheffield Health and Social Care NHS Trust.