

## Applications for Study Leave – the process.

### Request approval(6 weeks in advance)

Complete the MSL2 form (estimate expenses).  
Submit your completed MSL2 form at soh-tr.studyleave@nhs.net. or at CEC Reception. A reference number is assigned to the request.

### DME consideration

The DME will approve or reject the request to attend the course.  
If approved a study leave expense claim form is sent to you with an approval letter for the study leave.

### Attend the course

Keep a record and receipts of costs that you intend to claim reimbursement for.

### After the course

Complete the study leave expense claim form (actual expenses ).  
Return this with receipts and or evidence of payments made to soh-tr.studyleave@nhs.net or to CEC Reception .

### DME review

DME will review the expense claim ( Please see the current terms and conditions for limits for payments- link below).

### Complete

The DME authorised expenses claim is then forwarded to payroll and you will be reimbursed in addition to your salary.

Current terms and conditions available at:

<http://www.southportandormskirk.nhs.uk/policies/view-policy.asp?id=1175&type=0>