


# Accent Leave Manager HEE Yorkshire and the Humber


From 14<sup>th</sup> February 2023 [Accent Leave Manager](#) (ALM) will rollout for all postgraduate doctors and dentists in training and public health registrars within Yorkshire and the Humber. From this date all new study leave applications must be submitted using Accent Leave Manager.

In addition to this infographic more information, including a user guide and frequently asked questions, is available on the [study leave page](#) on our website.

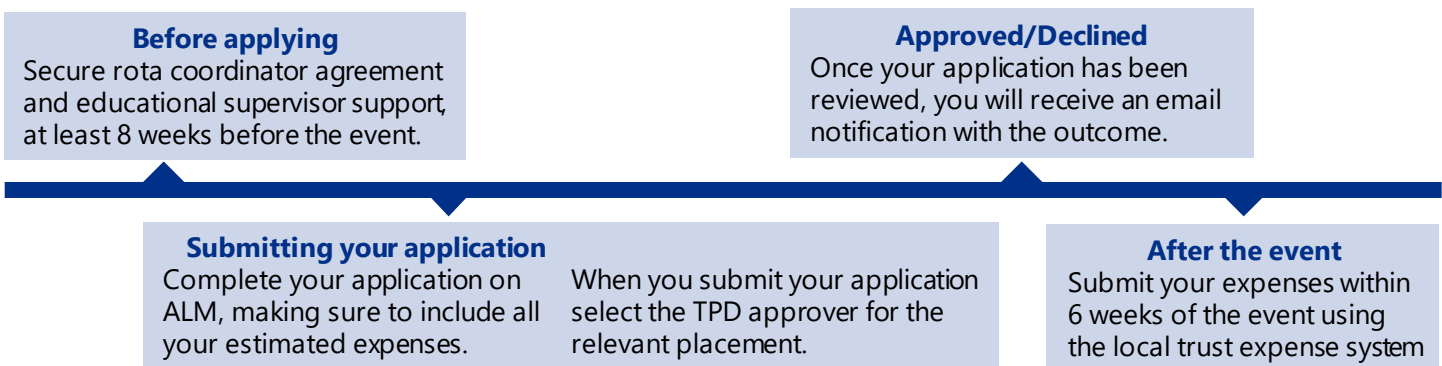



To **activate your account**, use the Forgotten Password link on the [login page](#). Your username is the email address you have registered with Health Education England. If you are not sure or need to change the email address you have registered with us, please contact [Programme Support](#). For all other account activation queries contact the Study Leave team.

**Existing applications** that were fully approved **before 14th February** will be honoured. If you have an existing 'paper'/PDF application which has received Educational Supervisor and Training Programme Director approval before this date, you do not need to reapply using ALM. You may attach the existing application with your expenses after the event as usual.





## Study Leave Application Process



**Study Leave Applications must be made in advance.** Before submitting your application on ALM, you must secure rota coordinator agreement for the time off using the local trust process or electronic roster. This must be done at least **8 weeks before** the date of the study leave activity. You must also secure the support of the relevant educational supervisor for your placement before submitting your application on ALM.

Study Leave applications for **external courses / conferences and exam leave** will be approved in ALM by your Training Programme Director or Specialty Study Leave Approver. When you submit your application, you will be asked to select the appropriate approver for the relevant placement. If your TPD or SSLA is not available to select, please save your application and contact us for assistance.



**Regional Teaching** applications will be approved in ALM by the local Medical Education team. Regional teaching is any mandatory study day, course or conference organised by your Training Programme or School. In some Schools regional teaching is also known as Half-Day Release, Clinical Skills, STEPP, SPRAT, or YMTP. Please select Regional Teaching from the Event list if the course or conference is organised by your Training Programme or School.

Trainees on **Out of Programme Training (OOPT)** may apply for study leave where there is a clear link with their specialty curriculum. If you are on OOPT, please contact us before applying so that we can check that your OOPT placement is recorded correctly in TIS/ALM. We are working with our Programme Support colleagues locally and nationally to improve the recording of OOPT placements.

**Estimated expenses** must be included on your study leave application. **Expense claims** should be submitted **after the event** using the **local trust expense system**. Claims must be accompanied by receipts and evidence of attendance. Medical Education will check that your study leave application has been approved on ALM before authorising your claim. Claims must be submitted **within 6 weeks** of the event. Once authorised, expenses will be reimbursed with your monthly salary.

**Allowances for travel, subsistence and accommodation expenses** are detailed in the [Study Leave Operational Guidance](#). These refer to the maximum amounts that can be reimbursed. When arranging study leave individuals should choose the most cost-efficient options for travel and (if required) accommodation. Individuals must retain itemised receipts for all expenses they wish to claim.

More information about Study Leave and Accent Leave Manager is available on [our website](#), including the following documents:

- [ALM Applicant User guide](#)
- [Frequently Asked Questions](#)
- [HEE Study Leave Policy](#)
- [HEE YH Study Leave Operational Guidance](#)

For support using ALM including login issues or if you encounter an error message, please contact the HEE Study Leave team: [studyleave.yh@hee.nhs.uk](mailto:studyleave.yh@hee.nhs.uk)

To enquire about outstanding approvals or for help submitting expenses claims, please contact Medical Education at your employing trust.

If you need to change your email address or confirm your training placement, please contact the [Programme Support team](#) for your specialty school.

