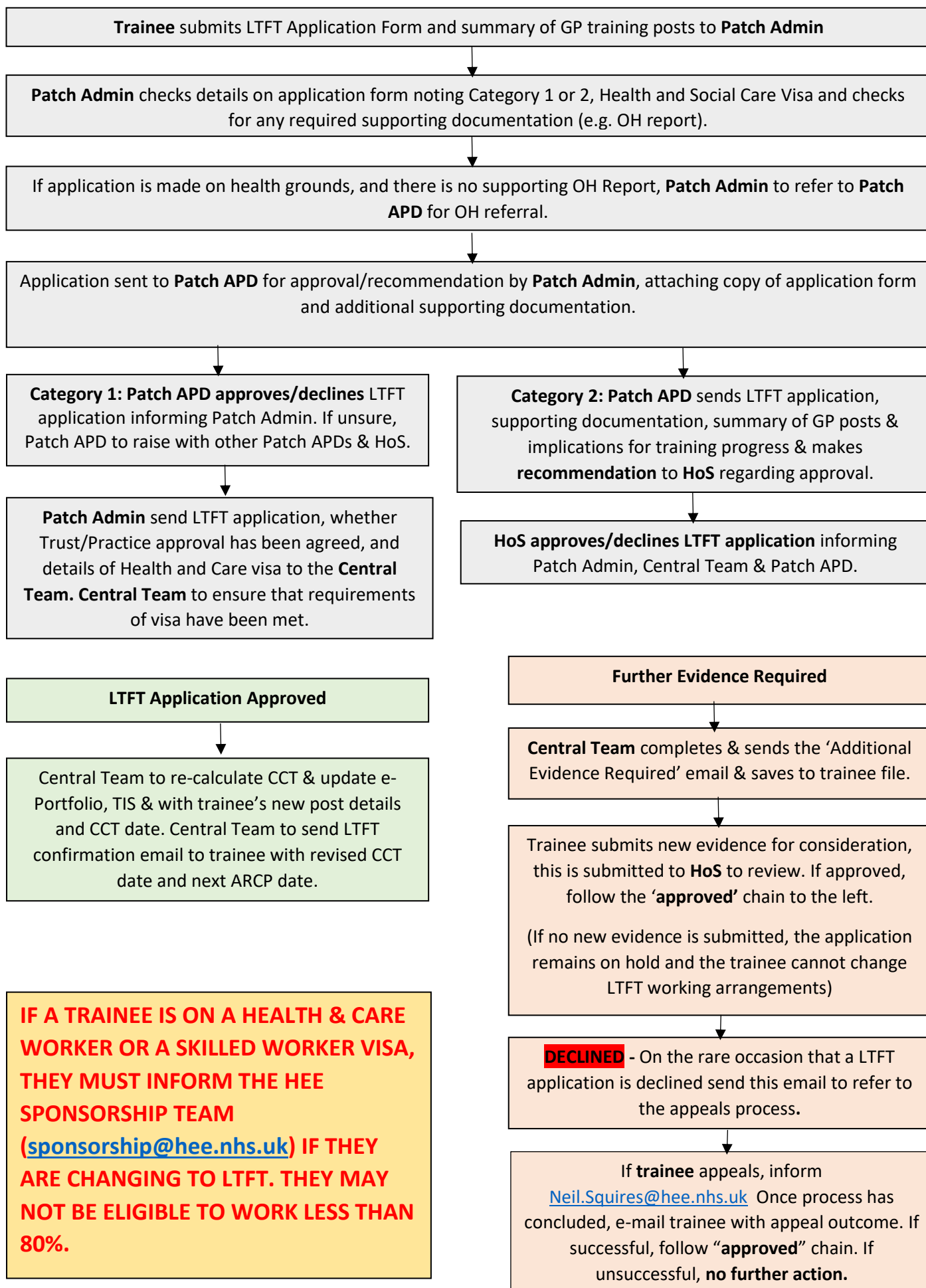


# Less Than Full Time (LTFT) Process



**IF A TRAINEE IS ON A HEALTH & CARE WORKER OR A SKILLED WORKER VISA, THEY MUST INFORM THE HEE SPONSORSHIP TEAM ([sponsorship@hee.nhs.uk](mailto:sponsorship@hee.nhs.uk)) IF THEY ARE CHANGING TO LTFT. THEY MAY NOT BE ELIGIBLE TO WORK LESS THAN 80%.**