

## **Study leave and Annual leave guidance for trainees in the context of the new Junior doctors contract**

Updated November 2023

*For the purposes of this document a half day = 1 session*

### Requirements of the JD contract

- Maximum 40 hrs per week (FT trainee). 70% (28 hrs) clinical and 30% (12 hrs) educational.
- LTFTT are a fraction of the 40 hrs so, for instance, a 70% trainee will work 28 hrs a week
- Educational time for FT trainee = 4hrs day release, 4 hrs personal study, 2 hr tutorial, 2 hrs wash up = 12 hrs (LTFTT are pro rata)
- 40 hrs includes mandatory breaks, home visits, admin time, personal study, tutorials, end of surgery debriefs, practice meetings, VTS and OOH.
- Breaks need to be 30 mins for every 5 hrs worked and another 30 mins for working 9 or more hours
- Please note personal study time (4hrs per week FTE) is NOT the same as study leave (see below)
- LTFTT are pro rata the above

### Changes

Before the recent changes in OOH requirements, the recommendation was that each FT trainee worked only 38.5 hrs per week to take into account the 72 hrs of OOH they would do over the year period. Now OOH is changing, to become competency based, the recommendation is changing. We suggest that each ST3 trainee increase their working hours to a full 40 hrs a week (FT trainees) and take the time back in lieu for what OOHs they do, when next possible according to their rota. For ST2 trainees the recommendation is also to work a full 40 hour week (FT trainees) and for the OOHs sessions to be carried out in their private study sessions.

### Annual leave

Q. How much annual leave does a trainee get on the new contract?

Leave provisions are set out in Schedule 9 of the terms and conditions of service. Trainees with fewer than five years' NHS experience are entitled to 27 days per year; trainees with five years' NHS experience or more are entitled to 32 days per year. Both of these amounts are inclusive of the two extra-statutory days previously awarded to trainees in hospital settings. All trainees are additionally entitled to the 8 public holidays, or days off in lieu thereof. Entitlements are pro-rata for placements of shorter than twelve months' duration, or for trainees

working less than full time (LTFT). The annual leave is based on the days worked and not the hours. Trainees working non-standard weeks (e.g. forty hours across four days) should have their entitlement calculated in hours rather than days.

For example – an employee works 40 hours over a 5 day period Monday to Friday. This employee requests 2 weeks holidays which equates to 10 working days leave. On the other hand an employee works 40 hours over a 4 day period Monday to Thursday, also requests 2 weeks annual leave, this equates to 8 working days, as they do not work on Fridays.

The day release course, and any related study groups that take place on a Wednesday, count as a normal working day. Therefore taking planned absence on these days comes out of the trainee's annual leave allowance.

### Study leave

Q. What is the study leave allowance for a trainee on the new contract?

The NHS employers website says the following about study leave: "Professional and study leave is **discretionary** but should be granted where at all possible, provided the reason for the request is **appropriate**. Trainees can have up to six weeks (30 days) study leave in a 12 month period; this **includes** attendance at regular, scheduled teaching sessions. Teaching sessions come out of 'educational time' in the week but should be properly balanced to ensure that the trainee can achieve the necessary competencies during the placement."

Study leave for LTFTT is pro rata, however the way we currently run the day release means that LTFTTs attend the day release full time for their first year as an ST1/2 or ST3. This results in them using more study leave than is initially allocated to them. This should be accounted for or paid back in subsequent years until they CCT.

Q. Are the trainees' educational sessions taken out of their study leave allowance?

Yes and no. Study leave allowance is specified within the contract and this now applies to GP trainees in the same way as it does to hospital trainees: up to a maximum of 30 days during any 12-month placement. Half/full day releases to attend curriculum teaching / training come out of their study leave allowance. For example, a trainee who has attended 30 half-day sessions in a 12-month period would have used 15 days of the study leave allowance. The remaining 15 days of the allowance can be applied for as leave for other educational purposes.

In the specific case of GP trainees, half/full day teaching sessions must be taken during the educational sessions set out in the trainee's work schedule. Education sessions used for this purpose - and only those

used for this purpose - therefore come out of the study leave allocation. It therefore follows that, if a trainee is not on a half/full day release, then this session will still need to be used for other educational purposes (this could be a clinic), based on the requirements of the trainee, but would not come out of the study leave allocation.

Study leave calculations for Ports & IOW VTS (based on a typical year)

**All study leave is at the discretion of the trainer despite the number of days left available to take.**

**For guidance on which courses are appropriate use of study leave for GP trainees please see the RAG document on the Portsmouth primary care website in the resources section.**

ST1: 60 sessions (30 days) a year, minus 13 for VTS attendance (11 for monthly day release (not held in Dec), minus 2 for full day joint days) = 47 sessions remaining (23.5 days)

ST2: 60 sessions (30 days) a year, minus 13 for VTS attendance (as above) and minus 10 for ST2 learning sets (5 ITP & 5 GP) = 37 sessions remaining (18.5 days)

ST3 : 60 sessions (30 days) minus 36 VTS sessions= 24 sessions remaining (12 days). IOW ST3s minus another 9 sessions as they attend joint teaching on IOW with ST1/2.

Then...

Minus 2 sessions for Wessex AKT course (1 day)

minus 1-6 sessions for Wessex SCA course (half to 3 days)

Typically for ST3s after the SCA/AKT course and exams, there is only time left for 2-3 days for study leave to use as the trainer sees fit. We would recommend no more than a few days permitted to be taken off prior an exam to 'revise at home' regardless of the amount of study leave they have left as most of the useful exam preparation happens in the clinical setting.

Q. On the IOW trainees have secondary care taster sessions available for them to attend if they wish. Should this time come out of their 4 hrs private study time (FT trainee) or their 30 days study leave time?

A. These sessions should be taken out of the study leave allocated 30 days, as with the new changes to OOHs the private study time will need to be largely used for completing these OOH sessions.

Q. What study leave budget available for Portsmouth & IOW trainees?

The study leave budget for ST1 & 2 doctors is held by their hospital trust that employs them. Any requests for funding need to go through the hospital trusts directly. There is no study budget available to apply for as an ST3 trainee, these trainees receive 38 half day educational teaching sessions per year that are designed to meet their learning needs. Portsmouth & IOW GP Education heavily subsidises the Wessex AKT and CSA courses. These are available to all trainees.

For further information see the link below to the Portsmouth Primary Care Education website resources section and refer to the document entitled 'Approved courses for study leave budget during GP Post Placements'.

<https://www.gpeducation-portsmouth.co.uk/resources>

### Other resources

LMC sample rotas <https://www.wessexlmcs.com/possiblenewgptrainingrotas>  
(Please note the details regarding OOH on this page were not up to date at the time this document was produced but the 40 hr week sample rotas are correct)

Excel timetable calculator – Available on request

This document and the associated resources can also be found on the Portsmouth & IOW GP education website: <https://www.gpeducation-portsmouth.co.uk/>

### *Disclaimer*

*The information in this document is believed to be correct to the best of the knowledge of the author. These recommendations are based on information provided by the NHS employers website.*

<https://www.nhsemployers.org/pay-pensions-and-reward/medical-staff/doctors-and-dentists-in-training/information-for-employing-gp-practices/faqs-for-implementing-the-new-contract-in-gp-settings#7>

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