

NHS Fife Consultant Contract

Discussion proposal with Clinical Director (expectation that request is in line with job planning / job review).
 Discussion to Include:

- How leave to be used, what are the objectives?
- How it will benefit NHS Fife, the department and personal, professional, clinical, leadership development?
- What is the risk of not taking the leave?
- How the consultant will implement expertise on return.
- What arrangements will be required to be in place to cover the leave?
- A risk assessment to assess if the objectives of the leave can be fulfilled/achieved within the timeframe of the leave.
- Is the request for paid/unpaid leave and whether accommodation and travel expenses are being requested.
- Any other sources of funding, if available.
- Discuss business case dates, possibility of deferment.

Written Application for Sabbatical Leave submitted minimum of 6 months notice to Clinical Director

HR Checks

Check Length of Service

- After 7 years eligible for 1 period up to 6 weeks.
- After 10 years eligible for 1 period up to 3 months.

Check if previous paid Sabbatical Leave has been given.
 Check if application has been rejected within preceding 12 months it will not qualify (see paragraph 7.4.5 Consultant contract).
 Check if Sabbatical Leave has been granted before.

- If previously had paid leave then no longer entitled to paid leave.
- If unpaid then is eligible for further leave if previous period of leave was more than 7 years ago.

To Clinical Director to assess along with Manager

- Benefit to individual the use of the leave should be able to achieve the stated personal development need, and relevant to the Service Plan.
- Benefit to Service and/or NHS Fife, how will they be realised on return from leave, link to Job Plan.
- Financial impact costs should be managed within service budget and paid leave based on contracted hours excluding EPAs. Discretion over travel/accommodation.
- Service Cover during leave requirement required to meet clinical workload and assurance that the implications of leave have been discussed with those involved, including those who may provide cover.
- Formally discuss deferment if appropriate.
- Agree method of keeping in touch
- Pass to Medical Director/Director of Public Health for authorisation.

Grants Paid Leave

- Confirms no further application for paid Sabbatical Leave will be granted.
- Confirms any request for extension must be made in advance – a minimum of 4 weeks notice on 6 weeks leave, a minimum of 7 weeks notice on all other leave. Extensions will only be considered on an unpaid basis with employer’s discretion. Extensions should not normally exceed 1 month.

Grants Unpaid Leave

- Confirms that no further application will be considered for 7 years.
- Confirms any requirement for extension must be made a minimum of 4/7 weeks in advance, depending on length of leave, extensions should not normally exceed 1 month and will be on the same terms as the original agreement.

Application Deferred

- To be considered within the next 12 months.
- Review date agreed mutually.

Application Refused

- Confirms reason(s) for refusal.
- Confirms no fresh application will be considered for at least 12 months.
- If dissatisfied consultant can invoke Grievance Procedure.