

## How to Request Study Leave in Medic Online

- Log into Medic Online.
- Select 'Leave' – This located in the top left of your screen.



- Select 'Study Days' at the top of your screen.

Annual Leave

Study Days

Other Leave

- Enter the details for the Study Leave date(s) you want to request.
- Press 'Set'.
- **You will need to add a note to advise:  
Course Title, Cost of Course,  
Is Transport and/or accommodation required? If so, what is the cost?**
- Once completed, press 'Submit Leave Request'.

### Request Leave Form

Full day(s)  Partial day

From: 19 Nov 2018

Number of days: 1

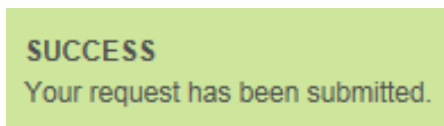
End date: Mon, 19 Nov 2018

Posting: Medics Test Unit - Clinical Fellow

Reason: Academic Day

Notes

- You will get a notification at the top of your screen to say your request has been submitted.



| Entitlement Periods       |                     |                          |             |           |
|---------------------------|---------------------|--------------------------|-------------|-----------|
| 01 Apr 2019 - 31 Mar 2020 |                     |                          |             |           |
| Entitlement Type          | Coverage            | Period                   | Entitlement | Remaining |
| Study                     | Entitlement Balance | 1 Apr 2019 - 31 Mar 2020 | 10.00 days  | 6.00 days |

| Episodes (3) |                   |              |          |       |                           |
|--------------|-------------------|--------------|----------|-------|---------------------------|
| Status       |                   | Period       | Duration | Times | Notes                     |
| ✓            | Medics Teaching   | 17 Jun 2019  | 1 day    |       |                           |
| ✓            | Medics Conference | 8-9 Aug 2019 | 2 days   |       | <a href="#">See notes</a> |
| ✓            | Academic Day      | 11 Nov 2019  | 1 day    |       |                           |

- You will also be able to see your episodes of Study Leave on this screen, with your latest request showing in a '?'.
- You may receive an email back from your Rota Coordinator in the event of them requiring additional information.
- Medical Education will contact your Lead Clinician to confirm that the course you have applied for is applicable to your post and to your training requirements.
- Once your leave has been approved or rejected you will receive an email notification.
- You can also see a breakdown of your remaining entitlement on Medic Online

### Entitlement Balance

|                    |            |
|--------------------|------------|
| <b>Entitlement</b> | 10.00 days |
| <b>Remaining</b>   | 6.00 days  |
| <b>Taken</b>       | 0 days     |
| <b>Planned</b>     | 4 days     |
| <b>Requested</b>   | 0 days     |