When you enter My Turas you will see a new study leave tile under your applications

Turas applications

+ Add Applications



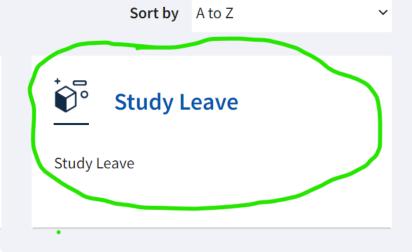
Learn

Access modules, discover new resources and keep track of learning progress.



People

Support the employment of Doctors and Dentists in training.





Training Management

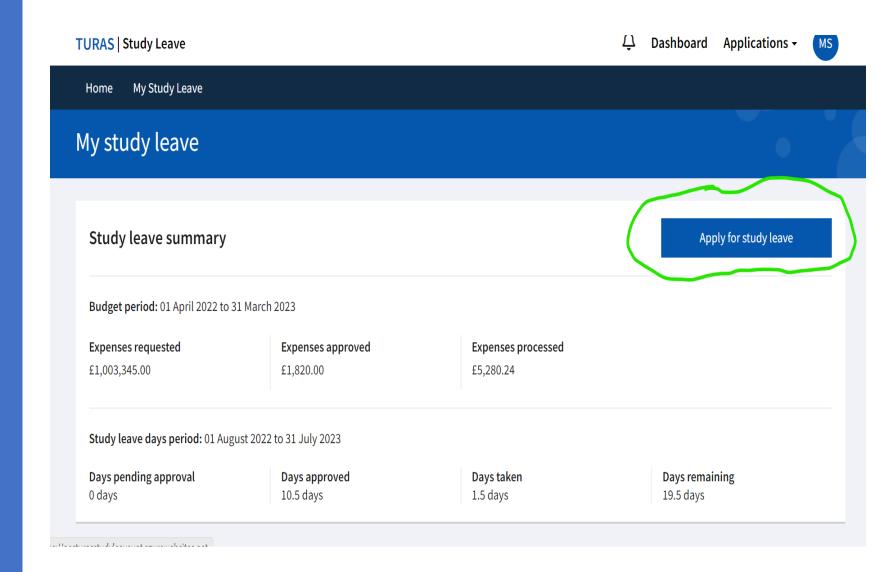
Manage trainee programmes, trainers and education providers.



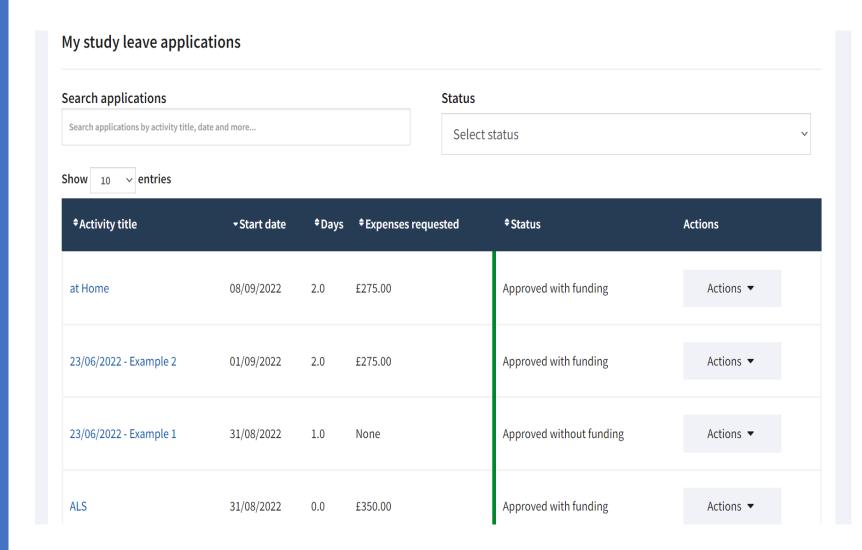
Training Portfolio

View, record and share learning, reflections and achievements.

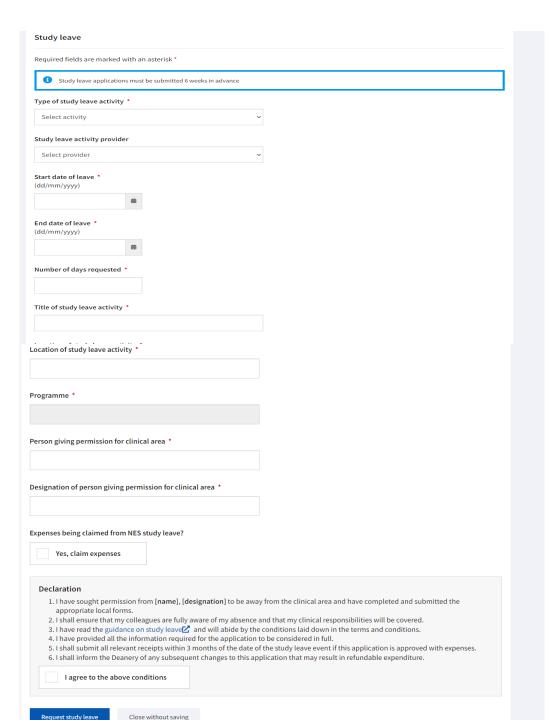
When you click on the study leave tile you will see a summary of your expenses and study leave days for the year. You can also apply for study leave by clicking the blue button highlighted.



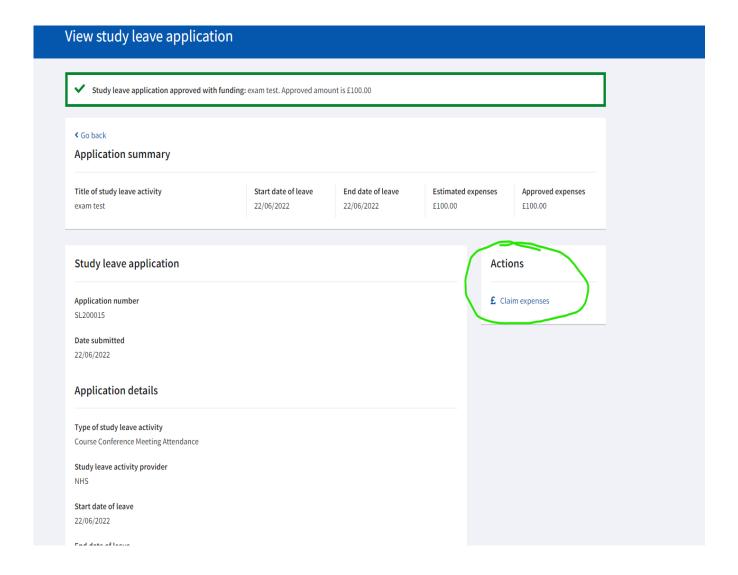
On your main study leave page you will also be able to see a summary of any applications you have made and their current status. If you need to withdraw an application you can do so using the Actions button beside the event.



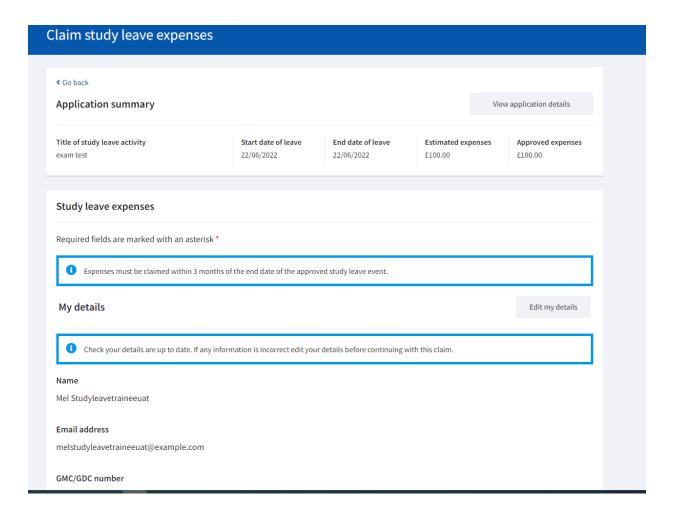
If you select Apply for Study Leave you can complete your online application, agree to the declaration and submit. Your application will be automatically sent to your Programme Director. When your Programme Director enters a decision about your application on the system you will receive an email. You can also view the status of applications on your study leave home page



If an application is approved with funding on your home page, click actions & view application. This will open the screen displayed opposite. To make a claim for expenses click on the link under Actions, highlighted on the image.

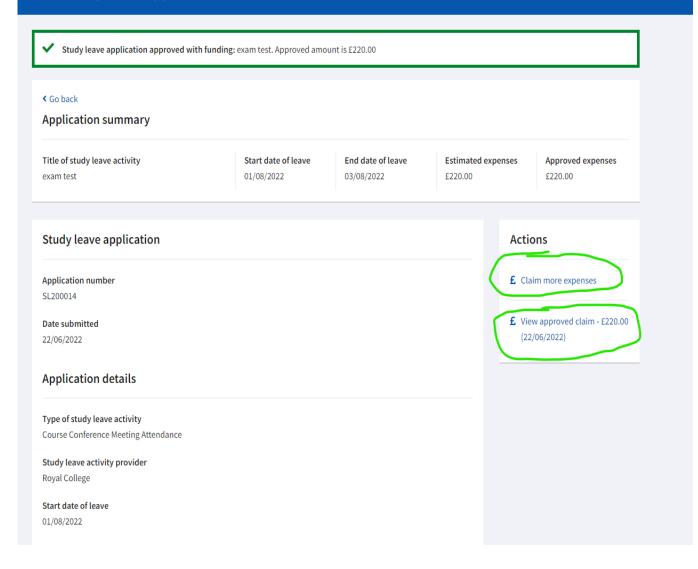


Cilcking on the *Claim Expenses* link will open the online claim form. You should complete all details requested. You will need to upload scanned or photographed images of your original receipts to support your expenses claim. You should also retain your original receipts for a period of three years as these may be requested for audit purposes. To enable payment directly to your bank you will be asked for your account number and sort code. These details are not visible to our study leave administration team. They are stored in a secure finance system and deleted once your payment has been made. For this reason, you will need to re-enter your bank details each time you make a claim.



There may be occasions where you want to submit more than one expenses claim against a study leave activity. If you select view application from the list on your study leave homepage the screen opposite will appear. You will see under Actions there is an option to claim more expenses – clicking this will open a new expenses claim form. You can also view claims that have already been submitted and approved.

View study leave application



Feedback

We hope you will find the new study leave application easy to use and will appreciate the opportunity to receive reimbursement directly to your bank account. If you experience any technical difficulties with the app, please contact the Turas helpdesk.

The Deanery welcomes any feedback about how we can further improve the study leave app. If you wish to share your views, please email Study.Leave@nes.scot.nhs.uk