



HEENW School of Radiology Leave Record

Trainee name:

Period covered by form: (eg Aug 16 – Feb 17)

How to use this Form

- Write your annual leave entitlement in the first row of the annual leave table (pro-rata for less than full time trainees).
- Record the dates of your leave in the first column. Each day of annual, study or sick leave you take should be recorded by striking through the number in the second column; this will indicate how much leave you have left to take.
- Start your recording at the level which is appropriate to your annual leave entitlement (eg. 27 days)
- The Trust Specialty Training Lead (Trust Clinical Tutor) in the department that you are taking leave from must sign off in the bottom row every 2-4 months pending your rotations.
- **This form is mandatory for all Radiology trainees (ST1-6) for their ARCP requirements.**
- After each amendment of the form you must scan it and upload it to your ePortfolio.
- Correct recording of leave is required for satisfactory progression at ARCP.

Total Annual Leave = (Days)	
Date of Leave	Days
	15
	14
	13
	12
	11
	10
	9
	8
	7
	6
	5
	4
	3
	2
	1
SIGNED BY Trust Clinical Tutor (First 2/3 months):	
SIGNED BY Trust Clinical Tutor (Second 3/4 months):	

Study Leave	
Date of Leave	Days
	30
	29
	28
	27
	26
	25
	24
	23
	22
	21
	20
	19
	18
	17
	16
	15
	14
	13
	12
	11
	10
	9
	8
	7
	6
	5
	4
	3
	2
	1
SIGNED BY Trust Clinical Tutor (First 2/3 months):	
SIGNED BY Trust Clinical Tutor (Second 3/4 months):	

Sick Leave	
Date of Leave	Days
	14
	13
	12
	11
	10
	9
	8
	7
	6
	5
	4
	3
	2
	1
SIGNED BY Trust Clinical Tutor (First 2/3 months):	
SIGNED BY Trust Clinical Tutor (Second 3/4 months):	

Time in Lieu	
Date of Leave	
SIGNED BY Trust Clinical Tutor (First 2/3 months):	
SIGNED BY Trust Clinical Tutor (Second 3/4 months):	

Professional Leave	
Date of Leave	
SIGNED BY Trust Clinical Tutor (First 2/3 months):	
SIGNED BY Trust Clinical Tutor (Second 3/4 months):	