

## **Lead Employer Trust (LET) information**

### **PAYROLL**

- For any payroll/pension/Electronic Staff Record, please contact:  
[england.letpayroll@nhs.net](mailto:england.letpayroll@nhs.net)

### **SICKNESS**

- Any time you are off sick, you must notify your Host (your Hospital or GP Practice placement) **and** People Services Officer in Realtime. We will then open an absence for you on the ESR system and we will only close this once you return to work and provide us with a self-certification form (link provided below, and available on the LET website).
- You can self-certify for 7 days. Any absence over 8 days, needs to be covered with a med3 (GP fit note). It is your responsibility to ensure this is on file no later than day 11 of your absence. Should you be on a longer term absence with multiple fit notes, you need to provide us the next fit note upon expiry of your previous one otherwise your absence will be recorded as unpaid unauthorised.
- We closely monitor sickness and hold regular sickness meetings with you, should your absence reach certain levels, I have linked the Absence Management policy below – please review this.

### **ANNUAL LEAVE**

- Annual leave must be taken before the end of your August 2024 rotation.
- If you have a period of long term sick, your annual leave entitlement will change, your People Services Officer will recalculate this for you.
- If you are Less Than Full Time, your entitlement is inclusive of bank holidays and you need to remove 8 hours for any bank holidays that fall on your usual working day.
- Please be aware that you need to follow the local protocol when requesting annual leave (e.g., time period to requesting leave, number of people who can be off at the same time etc.).

### **SPECIAL LEAVE**

- You can apply to access a limited number of special leave days (this is pro rata dependant on full time / LTFT) for things such as childcare emergencies or funerals
- To apply for this, it needs to be approved by your People Services Officer as there may be a limit as to how many days you can take at once.
- Once approved, you need to complete and return a signed special leave form.

### **RELOCATION**

- If eligible, please review the policy and apply via [england.letgpacademic@nhs.net](mailto:england.letgpacademic@nhs.net) FAO People Services Assistants.

### **EXPENSES**

- Please direct queries to [england.letexpenses.ne@nhs.net](mailto:england.letexpenses.ne@nhs.net)

### **REGIONAL BANK**

- To apply for FlexiShift, please redirect your enquiry <https://www.nenc-leademployerttrust.nhs.uk/regional-bank>

## **FLEET SOLUTIONS**

- <https://www.nhsfleetsolutions.co.uk/> Final approval then comes from Laura Sams at the LET

## **PARENTAL LEAVE (Shared Parental, Paternity, Maternity, Adoption)**

- Please review the policy and send your application to [england.letgpacademic@nhs.net](mailto:england.letgpacademic@nhs.net). Maternity, Shared Parental and Adoption is processed by the People Services Officers and Paternity is processed by the People Services Assistants.

## **LTFT**

- To apply for LTFT training you must first seek approval from the Training Programme that they can accommodate this. Once confirmed, you will need to submit the LTFT form to the LET (link below). It would then be 16 weeks from final sign off, until you can commence. Unless in very exceptional circumstances, we cannot amend the 16 week wait.

## **OCC HEALTH**

- Should you require OH, please contact your People Services Officer. Please be aware, we no longer refer for pregnancy as standard but you should instead complete a pregnancy risk assessment. OH should not be used in order to change placements or working hours, and instead a conversation should occur with your programme support officer at the GP programme and/or Host.

## **EDUCATIONAL QUERIES**

- Please liaise with your training programme

## **Links**

- LET website: <https://www.nenc-leademployerttrust.nhs.uk/>
- Policies: <https://www.nenc-leademployerttrust.nhs.uk/policies>
- Self-certification form: [https://www.nenc-leademployerttrust.nhs.uk/files/ugd/18e1e3\\_a2bd8a7d0f30443fa0036f92c89e015c.pdf](https://www.nenc-leademployerttrust.nhs.uk/files/ugd/18e1e3_a2bd8a7d0f30443fa0036f92c89e015c.pdf)
- Special leave form: [https://www.nenc-leademployerttrust.nhs.uk/files/ugd/18e1e3\\_b4459b29078345d38ee8caaa1318f1e4.pdf](https://www.nenc-leademployerttrust.nhs.uk/files/ugd/18e1e3_b4459b29078345d38ee8caaa1318f1e4.pdf)
- LTFT: [https://madeinheene.hee.nhs.uk/general\\_practice/Postgraduate-doctors-in-training/Less-Than-Full-Time-Working](https://madeinheene.hee.nhs.uk/general_practice/Postgraduate-doctors-in-training/Less-Than-Full-Time-Working)