

Guideline - Education leave for senior doctors and medical specialists

This is a translated version of OUS internal document “utdanningspermisjon for overleger” for educational leave for senior doctors and medical specialists [eHåndbok - Utdanningspermisjon for overleger \(ous-hf.no\)](#).

1. Changes since the previous version Adjusted text

2. Content

Administrative routine - Educational leave for senior doctors

The provision covers all senior doctors/medical specialists who are members of DNLF. For the senior doctors/medical specialists who are exempt from the collective agreement, a provision on educational leave is included in the employment contract for managers/employer representatives.

Educational leave with pay gives the individual senior doctor/medical specialist the opportunity to carry out concrete professional development, research or development projects. Applications for educational leave are sent via the Personnel portal, and are processed according to the current authorization structure.

The following applies to applications for and implementation of educational leave:

How to earn educational leave:

- Employment per 5 years entitles you to 4 months educational leave with pay
- Period of employment in a temporary position or when working as a senior physician must be included in the calculation of the earning period
- Period of employment as a senior physician at another healthcare organization or at a hospital with an operating agreement with the healthcare organization must count towards the accrual period
- Unpaid leave is deducted during the accrual period

Withdrawal of leave before full accrual:

Proportionate withdrawal of earned education leave can be made by agreement with the immediate manager.

Application for educational leave

Taking educational leave must be planned well in advance in dialogue between the doctor and manager. It is assumed that termination of the leave in each individual case takes place after application and that the doctor attaches an educational programme. The education program is expected to be relevant in relation to the doctor's function in the business. In assessing the application, both the hospital's needs and the individual doctor's needs must be taken into account.

- The employee is responsible for applying for educational leave

- The application must be sent via the Personnel portal to the immediate manager as soon as the applicant is aware of the leave period, and no later than 6 months before planned educational leave.
- Follow the Personnel portal's guidance under Leave, Education leave for senior doctors
- A planned education program that shows what the leave time will be used for must be attached to the application or delivered to the manager immediately (separate form is under related)
- Feedback on the application must be available as soon as possible, no later than 4 months before taking leave.
- The immediate manager assesses the application and submits this to the manager for approval in accordance with current authorization structure.
- The immediate manager approves (or rejects) the form in the Personnel portal
- The manager is responsible for archiving in the personnel folder

3. References

Regulated in the following agreements:

[Part A2 and part B of the agreement](#)

Agreement part A2 § 4.2.1 Educational leave Senior doctors and medical specialists are entitled to educational leave with pay for a minimum of 4 months per 5-year period. Basic salary, individual supplements and on-call pay, cf. § 5.2, are paid during this period, unless otherwise agreed. If the doctor receives salary from another employer during this leave period, the salary from the other employer must be deducted from the basic salary paid by the hospital. The time for leave is agreed with the individual doctor, and it is assumed that an education program is presented. Period of employment as a medical specialist/senior doctor at another healthcare institution or at a hospital with an operating agreement with a healthcare institution must be included in the calculation of the 5-year period.

If a 5-year period passes without educational leave being completed, the 4 months must be able to be completed without deduction for the next period's educational leave, if the employer is the reason for the postponement.

If, out of consideration for the needs of the hospital/department, the doctor is requested to postpone the leave beyond the 5-year period, an agreement must be entered into regarding the final time for taking leave. The accrual period for the next leave must be shortened proportionately.

[Note:](#)

Part-time doctors are entitled to educational leave in line with the provision and with the same earnings as full-time employees, but in the fraction of the position the doctor has at the time of leave.

[Agreement part B point 4.2](#)

Salary during educational leave must be full salary according to the work plan. Period of employment in a temporary position or when appointed as a senior physician must also be counted when calculating the accrual period. Communication of the content of the educational leave is delivered to the immediate manager as soon as possible and no later than three months after the end of the educational leave. Form of presentation is agreed individually.

Attachments Education program - appendix to the application for educational leave senior physician
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