CONTRACTS, PAY & PENSIONS · PRACTICAL WORKBOOK

Leave, SPA, Development and Expenses Planner

Protect rest, professional work and fair access using the correct route

✓ Six structured review stages

✓ Private writing space

✓ Contract, confidentiality and advice safeguards

Prepared for SAS, locally employed and other UK doctors

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Before you write

Use a trusted device or paper copy. Keep personal financial material secure. Do not copy patient-identifiable or unauthorised employer information. Nothing is sent to SAS Doctors Review.

1. Leave map

Use factual language. Identify the document, date, owner and action needed.

Leave category

Entitlement and notice

Approval and pay

Carry-over or evidence

2. Development request

Use factual language. Identify the document, date, owner and action needed.

Learning need

Role or appraisal link

Time and funding

Cover and alternatives

3. SPA

Use factual language. Identify the document, date, owner and action needed.

Agreed activities

Protected time

Displacement record

Job-plan remedy

4. Flexible work

Use factual language. Identify the document, date, owner and action needed.

Proposed pattern

Start date

Service effect

Alternatives and equality issue

5. Expenses

Use factual language. Identify the document, date, owner and action needed.

Prior approval

Travel time versus mileage

Receipt and deadline

Tax query

6. Decision log

Use factual language. Identify the document, date, owner and action needed.

Request date

Decision and reason

Review or appeal

Pattern requiring advice

Action summary

What must happen next?

Who owns each action and by when?

Which official national or scheme source must be rechecked?

Sources and disclaimer

Use the current contract, national terms, pay circular, pension scheme rules and tax-year guidance. Obtain individual BMA, union, legal, tax or regulated financial advice where needed.

Independent general education	This workbook cannot determine contractual entitlement, calculate pay, tax or pension benefits, stop a legal deadline or recommend an irreversible financial decision.