



Resident Doctor Hub  (https://leademployer.merseywestlancs.nhs.uk/doctor-hub)

Resident Doctor Pre-employment Hub  (https://leademployer.merseywestlancs.nhs.uk/new-trainees)

Resident Doctor Employee Hub  (https://leademployer.merseywestlancs.nhs.uk/doctor-employee-hub)

Absence Support  (https://leademployer.merseywestlancs.nhs.uk/absence-support)

Annual Leave Calculator [\(https://leademployer.merseywestlancs.nhs.uk/annual-leave-calculator-resident-doctor\)](https://leademployer.merseywestlancs.nhs.uk/annual-leave-calculator-resident-doctor)

Becoming a Local Negotiating Committee Representative [\(https://leademployer.merseywestlancs.nhs.uk/becoming-a-local-negotiating-committee-representative\)](https://leademployer.merseywestlancs.nhs.uk/becoming-a-local-negotiating-committee-representative)

Confirmation of Employment [\(https://leademployer.merseywestlancs.nhs.uk/confirmation-of-employment\)](https://leademployer.merseywestlancs.nhs.uk/confirmation-of-employment)

Colleague-in-Training Self-Service on ESR [\(https://leademployer.merseywestlancs.nhs.uk/colleague-in-training-self-service-on-esr\)](https://leademployer.merseywestlancs.nhs.uk/colleague-in-training-self-service-on-esr)

Disclosure & Barring Service (DBS) Rechecks [\(https://leademployer.merseywestlancs.nhs.uk/disclosure--barring-service-dbs-rechecks\)](https://leademployer.merseywestlancs.nhs.uk/disclosure--barring-service-dbs-rechecks)

End of Fixed Term Contract - Checklist [\(https://leademployer.merseywestlancs.nhs.uk/end-of-fixed-term-contract--checklist-\)](https://leademployer.merseywestlancs.nhs.uk/end-of-fixed-term-contract--checklist-)

Exception Reporting [\(https://leademployer.merseywestlancs.nhs.uk/exception-reporting\)](https://leademployer.merseywestlancs.nhs.uk/exception-reporting)

Expenses [\(https://leademployer.merseywestlancs.nhs.uk/expenses-1\)](https://leademployer.merseywestlancs.nhs.uk/expenses-1)

Freedom to Speak Up [\(https://leademployer.merseywestlancs.nhs.uk/freedom-to-speak-up\)](https://leademployer.merseywestlancs.nhs.uk/freedom-to-speak-up)

Guardians of Safe Working [\(https://leademployer.merseywestlancs.nhs.uk/guardians-of-safe-working\)](https://leademployer.merseywestlancs.nhs.uk/guardians-of-safe-working)

Home Electronics Scheme [\(https://leademployer.merseywestlancs.nhs.uk/home-electronics-scheme-1\)](https://leademployer.merseywestlancs.nhs.uk/home-electronics-scheme-1)

Industrial Action  [\(https://leademployer.merseywestlancs.nhs.uk/industrial-action\)](https://leademployer.merseywestlancs.nhs.uk/industrial-action)

## Work Schedules



Host Organisations and Placement sites are required to complete work schedules for each colleague-in-training. This will set out the hours of work, the working pattern, the service commitments and the training opportunities during the post or placement.

Once a colleague commences in post, the work schedule will be personalised to include appropriate and identified personal objectives that have been agreed between the colleague and their educational supervisor, and will set out the relationship between these personal objectives and local objectives.

The objectives will set out a mutual understanding of what the colleague-in-training will be seeking to achieve over the placement period and how this will contribute to the objectives of the employing organisation. Work scheduling can be used to drive improvements and quality of patient care.

The 2016 TCS puts a considerable emphasis on safe working for the benefit of both colleagues-in-training and their patients, including:

<b>Weekly Hours</b>	Maximum average working week is 48 hours over 26 week reference period (with a WTR opt out 56) with a maximum of 72 hours in any one 7 day period
<b>Daily Hours</b>	Maximum is 13 hours
<b>Consecutive Shifts</b>	Maximum is 7 without a break (night shifts is 4) unless of 10 hours or more when the maximum is 5
<b>Meal Breaks (paid)</b>	Shifts up to 5 hours = no break Shifts of 5 hours plus to 9 hours = 1 x 30 minute break Shifts of 9 hours plus = 2 x 30 minute breaks All breaks are paid
<b>Split Shifts</b>	No split shifts
<b>Break between shifts</b>	Minimum of 11 hours
<b>Break between a run of consecutive shifts</b>	Minimum 48 hours (except for a run of 3 or 4 consecutive night shifts, 46 hours)
<b>On Call</b>	Maximum length 24 hours, minimum 8 hours rest

Informat ion Govern ance	( <a href="https://leademployer.merseywestlancs.nhs.uk/information-governance-">https://leademployer.merseywestlancs.nhs.uk/information-governance-</a> )	<b>Leave</b>	There is a mutual obligation to plan leave around requests, balancing the need for adequate staff cover to provide a safe service whilst ensuring that all staff can take full leave entitlement
Internati onal Colleagu es	( <a href="https://leademployer.merseywestlancs.nhs.uk/international-colleagues">https://leademployer.merseywestlancs.nhs.uk/international-colleagues</a> )		
Knowle dge Session s	( <a href="https://leademployer.merseywestlancs.nhs.uk/knowledge-sessions">https://leademployer.merseywestlancs.nhs.uk/knowledge-sessions</a> )		
Medical Indemn ity	( <a href="https://leademployer.merseywestlancs.nhs.uk/medical-indemnity">https://leademployer.merseywestlancs.nhs.uk/medical-indemnity</a> )		
NHS Collabor ative Bank - MWL	▽ ( <a href="https://leademployer.merseywestlancs.nhs.uk/nhs-collaborative-bank-mwl">https://leademployer.merseywestlancs.nhs.uk/nhs-collaborative-bank-mwl</a> )		
Our Values and Behaviou rs	( <a href="https://leademployer.merseywestlancs.nhs.uk/our-values-and-behaviours">https://leademployer.merseywestlancs.nhs.uk/our-values-and-behaviours</a> )		
Overpay ments and Underpay ments	( <a href="https://leademployer.merseywestlancs.nhs.uk/overpayments-and-underpayments">https://leademployer.merseywestlancs.nhs.uk/overpayments-and-underpayments</a> )		
Pay Dates and Submission Deadlines	( <a href="https://leademployer.merseywestlancs.nhs.uk/pay-dates-and-deadlines">https://leademployer.merseywestlancs.nhs.uk/pay-dates-and-deadlines</a> )		
Payslip and Payroll FAQs	( <a href="https://leademployer.merseywestlancs.nhs.uk/payroll-faqs">https://leademployer.merseywestlancs.nhs.uk/payroll-faqs</a> )		
Pen sion	( <a href="https://leademployer.merseywestlancs.nhs.uk/your-rewards">https://leademployer.merseywestlancs.nhs.uk/your-rewards</a> )		
Resident Doctor Forums	( <a href="https://leademployer.merseywestlancs.nhs.uk/resident-doctor-forums">https://leademployer.merseywestlancs.nhs.uk/resident-doctor-forums</a> )		
Salary Sacrifice Scheme	( <a href="https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice-scheme-1-2">https://leademployer.merseywestlancs.nhs.uk/salary-sacrifice-scheme-1-2</a> )		
Suppor ted Return to Training	( <a href="https://leademployer.merseywestlancs.nhs.uk/supported-return-to-training">https://leademployer.merseywestlancs.nhs.uk/supported-return-to-training</a> )		
Tax and HMRC	( <a href="https://leademployer.merseywestlancs.nhs.uk/tax--hmrc">https://leademployer.merseywestlancs.nhs.uk/tax--hmrc</a> )		
Terms and Conditio ns	( <a href="https://leademployer.merseywestlancs.nhs.uk/terms-and-conditions-of-service">https://leademployer.merseywestlancs.nhs.uk/terms-and-conditions-of-service</a> )		
The British Medical Associa tion	( <a href="https://leademployer.merseywestlancs.nhs.uk/the-british-medical-association-">https://leademployer.merseywestlancs.nhs.uk/the-british-medical-association-</a> )		
Total Reward Stateme nt	( <a href="https://leademployer.merseywestlancs.nhs.uk/total-reward-statement">https://leademployer.merseywestlancs.nhs.uk/total-reward-statement</a> )		
Useful Contacts and Links	( <a href="https://leademployer.merseywestlancs.nhs.uk/useful-external-contacts-and-links">https://leademployer.merseywestlancs.nhs.uk/useful-external-contacts-and-links</a> )		
<b>Work Sched ules</b>	<b>(<a href="https://leademployer.merseywestlancs.nhs.uk/work-schedules">https://leademployer.merseywestlancs.nhs.uk/work-schedules</a>)</b>		
Dent al Hub	▽ ( <a href="https://leademployer.merseywestlancs.nhs.uk/dental-hub">https://leademployer.merseywestlancs.nhs.uk/dental-hub</a> )		
Public Health Hub	▽ ( <a href="https://leademployer.merseywestlancs.nhs.uk/public-health-hub">https://leademployer.merseywestlancs.nhs.uk/public-health-hub</a> )		

## Understanding Your Work Schedule - Guidance

If you require additional help to understand your Work Schedule, then please follow the link below which provides a complete breakdown of all of the elements which may appear on your payslip along with further guidance on how Pay Elements are assigned to your pay (if appropriate):

Please click here

(<https://leademployer.merseywestlancs.nhs.uk/media/How%20to%20read%20your%20Work%20Schedule.pptx>) to view the guidance.

## Generic Work Schedules - GP

We've created examples of work schedules for GPs, please see below the different grades:

- ST1 and ST2

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/Full%20Time%20GP%20WS%20ST1%20and%20ST2%202025%202026%20Uplift.doc>)

- ST3

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/FT%20GP%20WS%20ST3%202025%202026%20Uplift.doc>)

The BMA 'guide to the training week' can be found here,

(<http://extension://efaidnbmnnibpcajcpclclefindmkaj/https://www.bma.org.uk/media/sy2lwtf5/bma-cogped-guide-to-the-training-week.pdf>)

## Generic Less Than Full Time Work Schedules – GP

We've also created examples of work schedules for less than full time (LTFT) GPs, please see below for the different grades and percentages:

- ST1 and ST2 90% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.9%20GP%20WS%20ST1%20and%20ST2%202025%202026%20Uplift.doc>)

- ST1 and ST2 80% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.8%20GP%20WS%20ST1%20and%20ST2%202025%202026%20Uplift.doc>)

- ST1 and ST2 70% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.7%20GP%20WS%20ST1%20and%20ST2%202025%202026%20Uplift.doc>)

- ST1 and ST2 60% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.6%20GP%20WS%20ST1%20and%20ST2%202025%202026%20Uplift.doc>)

- ST1 and ST2 50% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.5%20GP%20WS%20ST1%20and%20ST2%202025%202026%20Uplift.doc>)

- ST3 90% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.9%20GP%20WS%20ST3%202025%202026%20Uplift.doc>)

- ST3 80% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/0.8%20GP%20WS%20ST3%202025%202026%20Uplift.doc>)

- ST3 70% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.7%20GP%20WS%20ST3%202025%202026%20Uplift.doc>)

- ST3 60% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.6%20GP%20WS%20ST3%202025%202026%20Uplift.doc>)

- ST3 50% LTFT

(<https://leademployer.merseywestlancs.nhs.uk/media/Documents/GP%20workschedules/0.6%20GP%20WS%20ST3%202025%202026%20Uplift.doc>)

## News & Events

(<https://leademployer.merseywestlancs.nhs.uk/news>)

### Shining a light on Paediatric and Perinatal Pathology: A conversation with Dr Francesca McDowell.

([news/article/255](https://leademployer.merseywestlancs.nhs.uk/news/article/255))

## Contact & Enquiries

To see a full list of contacts for **Our Lead Employer Services** including e-mail and telephone details for the team, please [click here](#).  
(<https://leademployer.merseywestlancs.nhs.uk/contact-us>).

## Social Media

Keep up to date with the latest news and announcements by following our social media pages:

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Follow us on Instagram  
([https://www.instagram.com/mwl\\_leademployer/](https://www.instagram.com/mwl_leademployer/))

Follow us on X  
([https://twitter.com/MWL\\_LE](https://twitter.com/MWL_LE))

Follow us on LinkedIn  
(<https://www.linkedin.com/company/the-lead-employer>)

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