

Leave From Training

1. Purpose

- 1.1 The policy defines leave that can be taken whilst on the Fellowship Training Program.

2. Application and scope

- 2.1 The policy applies to registrars on the Fellowship Training Program.

3. Policy

- 3.1 Statutory leave is an entitlement for all registrars.
- 3.1.1 Statutory leave is agreed between the Training Post and the registrar in their work contract.
- 3.2 Up to 24 months leave can be applied for during training, however no more than 12 months can be approved at a time.
- 3.2.1 Further leave may be taken under extenuating and unforeseen circumstances and must be applied for after the initial 24-month period.
- 3.2.2 The College may withdraw a registrar if their period of leave extends beyond reasonable timeframes at the discretion of the College
- 3.3 Leave is granted on a full-time basis regardless of the full-time equivalent status of the registrar.
- 3.4 Leave must be approved prospectively unless there are extenuating and unforeseen circumstances.
- 3.5 Registrars must confirm their return from leave with the College or apply for extension of leave, 30 calendar days prior to the nominated return date.
- 3.6 Registrars returning from leave, after a break from clinical practice of 12 months or more, must work with the College to develop a plan that meets the Medical Board of Australia 'Recency of Practice' registration standard.
- 3.7 Registrars may continue to attend the education program during periods of additional leave, at the discretion of the College.
- 3.8 Registrars will be ineligible for assessments without specific College approval while on any form of additional leave from training.
- 3.9 Applications for an extension of an existing Medicare Provider Number or further Medicare Provider Number applications will not be supported by the College for registrars on additional leave.
- 3.10 Registrars must maintain ACRRM membership throughout training, including when on additional leave.
- 3.11 Whilst on leave, registrars will pay a pro rata Training Support Fee.

4. Responsibilities

- 4.1 Registrars are responsible for submitting leave applications prospectively using the form prescribed by the College.

5. Related Documentation

- 5.1 ACRRM Assessment Eligibility policy
- 5.2 ACRRM Performance and Progression policy
- 5.3 ACRRM Leave from Training application

6. Definitions

Word/Term	Definition (with examples if required)
Additional Leave	Leave taken by a registrar when not working or undertaking work that is not able to count towards Training Time
Extenuating and unforeseen circumstances	<p>Extenuating and Unforeseen Circumstances are defined as circumstances which were unforeseen and outside a registrar's control when they accepted a place Fellowship Training Pathway. These circumstances will not be considered as unforeseen if it can be determined that the circumstances were known or reasonably should have been known by the registrar prior to the acceptance of their place.</p> <p>Examples of extenuating circumstances may include, but are not limited to:</p> <ul style="list-style-type: none"> (i) Ill-health (other than minor illnesses) (ii) Deterioration of an existing medical condition that can no longer be managed in the current location. (iii) Bereavement (iv) Acute personal/emotional circumstances (v) Hospitalisation (vi) Illness of an Immediate Family Member (vii) A major change to a registrar's personal circumstances or (viii) An involuntary change in a spouse's employment. <p>All applications and requests pertaining to Extenuating and Unforeseen Circumstances of the registrar will be considered on a case by case basis.</p>
Immediate Family Members	Immediate Family Member means the registrar's parents (mother, father, and step parents), siblings, spouse/partner/de facto/fiancé, child/children and anyone for whom the registrar has primary carer responsibility.
Training Post	Facilities accredited by the ACRRM to provide training on the Fellowship Training Pathway.

ACRRM acknowledges Aboriginal and Torres Strait Islander peoples as the custodians of the lands and waters where our members and staff work and live across Australia. We pay respect to their elders, lores, customs and Dreaming. We recognise these lands and waters have always been a place of teaching, learning, and healing.

Statutory Leave	Leave legislated for by State/territory or Federal government, including Parental leave, Sick leave, and Carer's leave.
Education Program	The education that is provided during training, this may be provided by the training post, or the College.

7. Revision History

7.1 Policy information

Policy Contact and Author	Kyra Moss David York	Approving Body:	Board
Status:	Approved	Review period:	Three years
Policy No and Version:	T5 V1.2/2025	Next review date:	Jan 2026
Effective Date:	Jan 2023	Document Location:	ACRRM Admin/Policies/Program Policies/Training Program polices and regs
Responsible Officer:	David York	Policy System Manager:	Mary Jane Streeton

7.2 Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.2	June 2025	Fellowship Manager	Addition of clause on eligibility for exams whilst on extensions of leave from training	16 Jun	GM Education Services
V1.1	December 2021	Fellowship Manager	Removal of reference to Regional Training Organisation Alignment with one Training Fellowship Program	12 Dec	GM Education Services
V1.0	March 2021	Accreditation and Standards Manager	3.2.1 RGTS added, same leave provisions as IP RGTS added to definitions for Training Pathways	16 Apr	ELT, CEO
Previous system	December 2019	Accreditation and Standards Manager	Policy created as standalone policy and references all Training Pathways	Dec19	Board
Previous system	June 2013	Accreditation and Standards Manager	Leave defined as two years on IP	Jun13	Board

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