

POLICY

Leave From Training

1. Purpose

- 1.1. The policy applies to leave a registrar may take from training under the ACRRM Rural Generalist Fellowship Program.
- 1.2. This policy does not relate to any leave a registrar may take in respect to their employment.
- 1.3. Any leave from employment (including Statutory Leave) is a matter between the registrar and their employer and is to be taken in accordance with the registrar's employment contract.

2. Application and scope

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

3. Policy

3.1. Statutory leave:

- 3.1.1. Statutory leave consists of up to 8 weeks per calendar year, based on the employment requirements of your specific State or Territory, and does not require leave from training.
- 3.1.2. Statutory leave is an entitlement for all registrars and is negotiated and agreed between the Training Post and the registrar in their work contract.
- 3.1.3. Leave from training that occurs as a result of statutory leave entitlements will not count towards maximum leave from training limits.

- 3.2. Leave from training is granted on a full-time basis regardless of the full-time equivalent (FTE) status of the registrar.
- 3.3. Leave from training can be approved up to 52 weeks at a time.
- 3.4. Registrars are eligible to apply for up to a total of 104 weeks of leave whilst on the ACRRM Rural Generalist Fellowship Program.
- 3.5. Leave from training must be applied for prospectively unless there are extenuating and unforeseen circumstances which are defined in the definitions below. Failure to do so will be managed as per the Performance and Progression Policy.
- 3.6. Additional leave for extenuating or unforeseen circumstances may be prospectively requested after the initial 104-week period.
- 3.7. Leave from training may be declined if it is not congruent to the registrars' progression through the ACRRM Rural Generalist Fellowship Program. This may be as a result of:
 - 3.7.1. Exceeding the 104 calendar weeks leave from training limit.

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3.7.2. The registrar is not demonstrating adequate progression or performance as per the Performance and Progression Policy.

3.8 After a break from clinical practice of 52 weeks or more, registrars returning from leave from training must work with the College to develop a plan that meets the [Medical Board of Australia ‘Recency of Practice’](#)

4. Education

4.1 College approval is required for registrars to attend ACRRM Rural Generalist Fellowship program education activities while on leave from training

5. Assessments

5.1. College approval is required for registrars to undertake assessment whilst on leave from training.

6. Medicare Provider Numbers

6.1 ACRRM Training Medicare Provider Numbers will be cancelled when the registrar goes on leave from training.

7. Commonwealth funding

7.1. For information on registrar payments such as registrar support, study leave and parental leave refer to the [ACRRM Training Payments policy](#).

7.2. The nature and quantum of training payments may be changed at any time by or at the direction of the Commonwealth. As ACRRM has no discretion in respect to the quantum or nature of the payments, it can take no responsibility for any changes to any funding provided by the Commonwealth.

8. Responsibilities

8.1. Registrars are responsible for:

- 8.1.1. Submitting leave applications prospectively using the form prescribed by the College.
- 8.1.2. Confirming their return from leave with the College or apply for extension of leave, at least 4 calendar weeks prior to the nominated return date.
- 8.1.3. Working with the College to develop a plan that meets the Medical Board of Australia ‘Recency of Practice’ registration standard after a break from clinical practice of 52 weeks or more.

8.2. The College is responsible for:

- 8.2.1. reviewing and processing the leave application.
- 8.2.2. if declined, providing the registrar the outcome of the leave application within 3 weeks of the application being submitted.

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8.2.3. recording the amount of time that the registrar takes from the ACRRM Rural Generalist Fellowship Program and advising the registrar as required.

9. Related Documents

[ACRRM Assessment Eligibility policy](#)

[ACRRM Performance and Progression policy](#)

[ACRRM Eligibility for Training policy](#)

[ACRRM Education policy](#)

[ACRRM Training Payments policy](#)

[Medicare Provider Number policy](#)

[National Consistent Payment framework](#)

[Medical Board of Australia ‘Recency of Practice’](#)

[ACRRM Leave from a College Program form](#)

10. Definitions

Word/Term	Definition (with examples if required)
Statutory leave	Refers to the legally mandated minimum entitlements for employee time off work and includes: <ul style="list-style-type: none"> - Annual leave - Sick leave - Carer's leave - Parental leave - Cultural Considerations for Aboriginal and/or Torres Strait Islander registrars
Extenuating and unforeseen circumstances	Extenuating and Unforeseen Circumstances are defined as circumstances which were unforeseen and outside a registrar's control when they accepted a place on the 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. Examples of extenuating circumstances may include, but are not limited to: <ul style="list-style-type: none"> • Ill-health (other than minor illnesses)

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	<ul style="list-style-type: none"> • Deterioration of an existing medical condition that can no longer be managed in the current location • Acute personal/emotional circumstances • Hospitalisation • Illness of an Immediate Family Member • A major change to a registrar's personal circumstances or Examples of unforeseen circumstances may include, but are not limited to: <ul style="list-style-type: none"> • Bereavement • Deterioration of an existing medical condition that can no longer be managed in the current location • Acute personal/emotional circumstances • Hospitalisation • An involuntary change in a spouse's employment. • Illness of an Immediate Family Member <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	<p>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.</p>

11. Revision History

11.1. Policy information

Policy Contact and Author	Fellowship Manager	Approving Body:	Board
Status:	Approved	Review period:	Three years
Policy No and Version:	T5 V1.3/2026	Next review date:	Jan 2029
Effective Date:	Jan 2026	Document Location:	Policy Register
Responsible Officer:	Fellowship Manager	Policy System Manager:	Advocacy and Policy Manager

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12. Document History

Version	Date Approved	Author	Description of revision	Internal Distribution	
				Date	Recipient/s
V1.3	January 2026	Fellowship Manager	Change of Fellowship Program title to ACRRM Rural Generalist Fellowship Program Delineates that this policy refers to leave from training and not to leave from employment Details 6 weeks of statutory leave which does not require an application to the College and does not contribute to the 104 weeks maximum leave limit Failure to apply for leave prospectively will be managed through the Performance and Progression policy Inclusion on when leave may be declined Removal of reference to fees Reference all time periods as weeks Addition of College review, approval and recording responsibilities as well as notification when leave is declined Removal of definitions of: - Training Post - Education program - Additional leave	Jan 2026	GM Education Services
V1.2	March 2025	Fellowship Manager	Clarify realistic timeframes Clarify terminology Add leave types in definitions Link to Commonwealth funding Change to not being able to undertake assessments while on leave Update application and processing timeframes Change approval to Medical Educator and Regional Director of Training	3 Mar 2025	GM Education Services
V1.1	December 2021	Fellowship Manager	Removal of reference to Regional Training Organisation	12 Dec	GM Education Services

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				Date	Recipient/s
			Alignment with one Training Fellowship Program		
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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