

# LEAVE POLICY 2011

**NOTE:**

**This policy has restricted application.**

**This policy will only apply to those registrars who enrol in or commence AGPT after 1 January 2011.**

**This policy DOES NOT APPLY to registrars who are enrolled in or who have commenced AGPT prior to 1 January 2011.**

## Scope of this policy

Registrars who commence their training after 1 January 2011 are eligible to apply under this policy for leave from the AGPT program.

The policy is based on the following principles:

- i. Regional training providers (RTPs) manage registrar leave.
- ii. Leave is negotiated and approved in advance.
- iii. RTPs have fair and equitable processes in place to manage registrar leave.
- iv. Educational continuity is important, and extended and repeated periods of leave may compromise this continuity. Leave should be negotiated with the relevant medical educator to ensure leave does not compromise a registrar's training. In situations of extended or repeated leave, support and/or remediation may be required to ensure a registrar regains an appropriate level of competence prior to recommencing training.
- v. Category 2 leave is allocated on a full-time basis.

## Policy statement

1. There are three categories of leave. They are:
  - a) **Category 1 leave**  
*Leave prescribed by law* | Includes a registrar's lawful entitlement to leave such as annual leave, personal leave, sick leave, carer's leave, parental leave, etc.  
Category 1 leave entitlements vary between the states and territories and may involve Federal law. Category 1 leave is only restricted by law.
  - b) **Category 2 leave**  
*Additional leave* | For registrars who wish to apply for leave from the AGPT program for personal, educational, career or for any other purposes. Category 2 leave is restricted to a maximum of twelve months and can only be taken after a registrar has commenced training.
  - c) **Category 3 leave**  
*Extraordinary leave* | In extraordinary circumstances the RTP CEO may approve a one-off extension of twelve months of Category 2 leave.
2. All registrar leave is managed by the regional training providers.
3. RTPs are required to establish policies and process to support this policy.
4. Registrars must apply to their RTP in advance for all categories of leave.
5. RTPs must manage Category 1 leave in accordance with the law.
6. Category 2 leave:
  - a) is negotiated between the registrar and their regional training provider in advance,
  - b) is limited to twelve months;
7. In considering a registrar's application for Category 2 leave RTPs must take into account the registrar's obligations to their:
  - a) patients;
  - b) community;
  - c) practice; and
  - d) training progress.
8. In extraordinary circumstances registrars who have exhausted their Category 2 leave entitlement may apply in writing to their RTP CEO for Category 3 leave.
9. Registrars applying for Category 3 leave must demonstrate the existence of the extraordinary circumstances to the satisfaction of their regional training provider.

### **Related documents**

- Extension of Training Time Policy 2010
- Registrars Appeals Policy 2010
- Training Time Policy 2010
- Transfer Policy 2010
- Withdrawal from Training Policy 2010