

1. Policy Statement

- 1.1. Registrars are informed of leave entitlements and procedures to take leave from the Australian General Practice Training (AGPT) Program.

2. Application and Scope

- 2.1. Applications for leave are executed within the guidelines of the [AGPT Program Leave Policy 2017](#)
- 2.2. The leave allowances specified in this procedure refer to leave from the AGPT Program only. Annual/recreational leave, personal leave and study leave as agreed between the training facility and the registrar in their work contract are not covered in this procedure.
- 2.3. Employment-related leave is governed by the *National Terms and Conditions for the Employment of Registrars* (NTCER). Under the NTCER, all registrars are entitled to a minimum of four weeks annual leave per annum, typically taken as two weeks each six months which does not require approval by EV GP Training (EV).
- 2.4. This procedure applies to all registrars enrolled on the AGPT Program.
- 2.5. This procedure supersedes all previous AGPT Program leave policies and comes into effect as of 1 January 2017.
- 2.6. Leave is granted on a full-time basis regardless of the FTE status of a registrar.
- 2.7. All leave is unpaid except for statutory annual and personal/carer's leave.
- 2.8. Dual pathway registrars or registrars who change their fellowship pathway during training are not entitled to additional leave and will only receive leave allowances as specified in this procedure.
- 2.9. The leave allowances cannot be used by a registrar to sit or re-sit College assessments. Please refer to [ED-Org-8.15 Registrar Extension of Training](#)
- 2.10. Registrars must apply in writing to EV for leave from the AGPT Program except where 4.7 applies (EV must seek approval from the Department of Health). All applications for leave must be negotiated and approved in advance by EV to ensure that it does not compromise a registrar's progress through training.

3. Principles

- 3.1. The Department of Health (the Department) sets out the conditions in which a registrar can take leave from the AGPT Program.
- 3.2. The Department recognises that during the course of training on the AGPT Program, circumstances may arise that require registrars to take leave from the program.
- 3.3. Leave must not compromise a registrar's training.
- 3.4. Leave allowances will affect training time and must be taken into consideration when planning on sitting the College(s) exams.
- 3.5. Leave must not be extended over long periods of time. Registrars returning from leave greater than 12 calendar months may require support to regain an appropriate level of competence prior to recommencing their training.
- 3.6. Education and training continuity for registrars on the AGPT Program is important and must be supported to ensure all education and training requirements are met.
- 3.7. Registrars should not commence training on the AGPT Program with a period of leave. Registrars can apply to defer the commencement of training under the circumstances outlined under 4.6.
- 3.8. Registrars should be aware that taking leave from the training program over and above their statutory entitlements will impact on the length of their training time.
- 3.9. In order to enable appropriate planning, a registrar must:
 - 3.9.1 Apply in writing to the relevant EV office for leave using the *Leave Application* form and have their application approved prior to any commencement of leave;
 - 3.9.2 Apply in writing to the relevant EV office to defer the commencement of training using the *AGPT Deferral of Training Application 2017* and have their application approved in advance; and
 - 3.9.3 Communicate with the relevant EV office of any changes to their contact details during their leave.
 - 3.9.4 The *Leave Application* form is available to download from the EV website www.evqptraining.com.au
- 3.10. It is important that registrars submit a *Leave Application* as soon as they are aware of the need to take leave.
- 3.11. Any changes to the approved leave dates must be communicated to the relevant EV office in advance.

- 3.12. Annual leave and normal personal/carer's leave is managed by the registrar's employer. All other registrar leave is managed by EV.
- 3.13. There are three categories of leave:
 - 3.13.1. Category 1 – Leave from the Program
 - 3.13.2. Category 2 – Additional leave from the Program
 - 3.13.3. Category 3 – ADF service leave

4. Procedure

4.1. Category 1 – Leave from the Program

- 4.1.1. This leave is available to all registrars and includes:
 - 4.1.1.1. Parental leave (with valid birth certificate, foster/adoption papers or permanent care orders);
 - 4.1.1.2. Sick leave with valid certificates; and
 - 4.1.1.3. Carer's leave with valid certificates.
- 4.1.2. Category 1 Leave may only be approved by EV on the basis of the supporting documents and evidence provided by the registrar.
- 4.1.3. It is expected that while a registrar is on approved Category 1 Leave they will not be undertaking paid employment.

4.2. Category 2 – Additional Leave from the Program

- 4.2.1 This leave applies to all registrars and includes:
 - 4.2.1.1 Personal reasons; or
 - 4.2.1.2 Any other purposes not included under Category 1 Leave.
- 4.2.2 Category 2 Leave is capped at a maximum of six calendar months (26 calendar weeks).
- 4.2.3 Category 2 Leave must only be taken during core vocational training and approved by the CEO.
- 4.2.4 In extenuating and unforeseen circumstances, a request for an additional period of up to six calendar months (26 calendar weeks), can be submitted to EV for consideration.
 - 4.2.4.1 Each request will be considered on a case by case basis;
 - 4.2.4.2 Registrars are not automatically entitled to this additional six calendar months leave.
- 4.2.5 EV must seek written approval from the Department of Health under Category 2 Leave if EV is unable to locate an appropriate training facility and has exhausted alternative options including transfers between RTOs, Extended Skills, Advanced Specialised Training and/or Advanced Rural Skills Training.
 - 4.2.5.1 Approval by the Department of Health can be sought by completing the *AGPT Application - Program Leave* and submitting it to the Department of Health for consideration.
- 4.2.6 Category 2 Leave will only be approved by EV on the following basis:
 - 4.2.6.1.1 Submission of a completed *Leave Application* form to the relevant EV office prior to commencement of leave.
 - 4.2.6.1.2 There are no outstanding placement commitments at the time of taking leave unless under extenuating and unforeseen circumstances.
 - 4.2.6.1.3 The registrar must commit to re-commencing active training within six calendar months of the commencement of leave.
 - 4.2.6.1.4 The registrar's obligations to their patients, community, practice, and training progress will not be affected.
- 4.2.7 Where an application is made for leave before the commencement or completion of a placement:
 - 4.2.7.1. A completed *Leave Application* form signed by both the registrar and training facility outlining the justification for the request.
 - 4.2.7.2. The registrar must provide supporting documentation to assist their application for leave.
 - 4.2.7.3. An arrangement for reimbursement to the facility, by the registrar for accommodation and costs incurred as a consequence in the event of the early termination of the placement.

- 4.2.7.4. Where accommodation has been provided for the registrar on the rural pathway:
 - 4.2.7.4.1. The provision of accommodation requires a rental commitment and contracts for utilities.
 - 4.2.7.4.2. Rental commitments are usually established following a practice match that covers the period of the intended placement.
 - 4.2.7.4.3. These commitments cannot normally be terminated where this is an unexpected withdrawal or extended periods of leave of the registrar from the placement.
 - 4.2.7.4.4. Funding for rental subsidies depends on the registrar occupying the associated post and departure of a registrar from a post results in the loss of funding for the rental subsidy.
 - 4.2.7.4.5. If a placement is cancelled or shortened, the accommodation rental costs and utility contracts will usually remain (i.e. the registrar is responsible).
 - 4.2.7.4.6. If a placement is cancelled or shortened at the instigation of the registrar, EV approval of the leave will be conditional as per clause 4.2.7.3.

4.3. Category 3 – ADF Service Leave

- 4.3.1. Is only available to registrars who are full-time members of the Australian Defence Forces (ADF).
- 4.3.2. Where a registrar is required to take leave from the AGPT Program to meet ADF service requirements, this leave will be supported by EV.
- 4.3.3. Where a registrar takes leave from the AGPT Program to meet ADF service requirements, EV will record the leave in the registrar's training record as 'ADF Service Leave'.

4.4. Where leave will not be granted

- 4.4.1. Leave will not be granted:
 - 4.4.4.1. Following an Extension Awaiting Fellowship
 - 4.4.4.2. Following 52 calendar weeks allowance for Extension for Assessment Purposes
 - 4.4.4.3. Immediately following a period of leave of a different leave category (i.e. Category 1 Leave immediately followed by Category 2 Leave);
 - 4.4.4.4. During remediation, unless it is Category 1 or Category 3 Leave;
 - 4.4.4.5. Following completion of Core Vocational Training unless it is Category 1 or Category 3 Leave; and
 - 4.4.4.6. For dual curriculum registrars above the leave allowances specified in the procedure.
- 4.4.5. Registrars with medical registration conditions and/or undertakings imposed by the Medical Board of Australia that preclude them from remaining on the AGPT Program will not be eligible for leave beyond the allowances specified in the procedure. These conditions include but are not limited to:
 - 4.4.5.1. Not practising medicine until approved to do so by the Medical Board;
 - 4.4.5.2. Registrars requiring 100% direct supervision or Level 1 Supervision; and
 - 4.4.5.3. Restrictions from seeing particular patient groups.
- 4.4.6. Registrars with imposed conditions and/or undertakings as listed in 4.4.5.1 to 4.4.5.2. are unable to continue actively training on the AGPT Program until the conditions and/or undertakings are removed. These registrars may apply for Category 2 Leave from the AGPT Program to appeal the Medical Board of Australia's decision to impose conditions and/or undertakings on their medical registration if they have leave available under this category.
- 4.4.7. Registrars with conditions and/or undertakings as listed in 4.4.5.1 to 4.4.5.2 will be subject to [ED-Org-8.17 Registrar Withdrawal](#) if:
 - 4.4.7.1. They choose not to appeal the Medical Board of Australia's decision to impose conditions and/or undertakings on their medical registration; or
 - 4.4.7.2. They exhaust the Category 2 Leave allowances available to them as specified in this procedure.

4.5. Registrars returning from leave

- 4.5.1. Registrars must notify EV when they plan to return to the AGPT Program. This must be done as early as possible, by no later than 20 business days before the intended return date.

- 4.5.2. When returning from leave exceeding 12 calendar months, registrars may require support to ensure that they regain an appropriate level of competence prior to recommencing their training. EV will determine what level of support is required.
- 4.5.3. For registrars requiring additional support following an extended period of leave, this must be in line with [ED-Org.8.15 Registrar Extension of Training](#)

4.6. Program deferrals

- 4.6.1. Generally deferral of the commencement of training on the AGPT Program is not permitted. Deferral of the commencement of training will only be considered:
 - 4.6.1.1. In extenuating and unforeseen circumstances;
 - 4.6.1.2. In line with Category 1 Leave;
 - 4.6.1.3. To meet ADF service requirements; or
 - 4.6.1.4. If EV is unable to place a registrar in a suitable training practice.
- 4.6.2. Registrars will need to demonstrate the extenuating and unforeseen circumstances, including:
 - 4.6.2.1. Provide supporting documents and evidence of the extenuating and unforeseen circumstances; and
 - 4.6.2.2. Provide evidence to show that their circumstances were unforeseen when they accepted their place on the AGPT Program.
- 4.6.3. In order to apply to defer the commencement of training registrars must:
 - 4.6.3.1. Complete the *Application for Deferral of Training* form and any evidence or supporting documents as specified in this procedure for consideration a minimum of 20 business days prior to the commencement of training.
 - 4.6.3.1.1. Exceptions to this timeframe may be considered by EV in extenuating and unforeseen circumstances.
 - 4.6.3.2. If clause 4.6.1.4 applies, EV will submit the *Application for Deferral of Training* form and any evidence or supporting documentation to the Department for consideration.
- 4.6.4. Registrars can apply to defer the commencement of training as follows:
 - 4.6.4.1. An initial period of six calendar months (26 calendar weeks) approved by EV; and
 - 4.6.4.2. In Extenuating and Unforeseen Circumstances a request for an additional period of up to six calendar months (26 calendar weeks) can be submitted to EV for consideration.
 - 4.6.4.2.1. Each request will be considered on a case by case basis. Registrars are not automatically entitled to this additional six calendar months of deferral.
 - 4.6.4.3. If after deferring the Commencement of Training for 12 calendar months the registrar is still not able to commence their training on the AGPT Program, they may be withdrawn under the [ED-Org-8.17 Withdrawal](#) procedure
 - 4.6.4.4. EV will notify the Department, the relevant College(s) and, for ADF registrars, Joint Health Command, of any registrars who are approved to defer the commencement of their training on the AGPT Program within 20 business days before the date of deferral.
 - 4.6.4.5. ADF registrars will need to provide posting orders and/or letters of support from Joint Health Command to support a request to defer the Commencement of Training to meet ADF service requirements

4.7. Exemptions to Leave

- 4.7.1. Exceptions to this procedure must be applied for in writing by submitting a completed *AGPT Application – Program Leave* form to EV. The application can be submitted by to
- 4.7.2. A registrar through EV or EV on behalf of a registrar, can lodge a written submission to the Department seeking consideration for leave or deferral beyond the allowances specified in this procedure.
- 4.7.3. Any submissions for the Department’s consideration must be supported by EV.

ED-Org-8.13 AGPT Program Leave



4.7.4. Registrars must refer to the [AGPT Program Leave Policy 2017](#) for further details and eligibility criteria.

4.7.5. Registrars are not automatically entitled to allowances in addition to those specified in this procedure.

4.8. Roles and Responsibilities

4.8.1. Further information on the roles and responsibilities relating to this procedure are outlined in the [AGPT Program Leave Policy 2017](#) for:

4.8.1.1. Registrars;

4.8.1.2. EV; and

4.8.1.3. The Department.

5. Additional Information

5.1. ED-SD-8.0 Education and training definitions

5.2. ED-SD-8.9 AGPT Application – Program Leave

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