

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. This procedure applies to all registrars enrolled in the AGPT Program.
- 2.2. This procedure comes into effect as of 1 January 2019.
- 2.3. Applications for leave are executed within the guidelines of the [AGPT Program Leave Policy 2019](#)
- 2.4. EV GP Training (EV) adopts all AGPT policies as first line policy. EV may introduce more specific additional requirements supplementary to AGPT policy. Registrars must read the AGPT policy in conjunction with EV procedures.
- 2.5. 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.
- 2.6. All leave is unpaid except for statutory annual and personal/carer's leave.
- 2.7. 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.
- 2.8. The leave allowances cannot be used by a registrar to sit or re-sit College assessments. Please refer to the [AGPT Extension of Training Time Policy 2019](#)
- 2.9. Registrars must apply in writing to EV for leave from the AGPT Program except where 4.4 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. Leave allowances will affect training time and must be taken into consideration when planning on sitting the College(s) exams.
- 3.2. 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.
- 3.3. It is important that registrars submit an *EV Leave Application* as soon as they are aware of the need to take leave.
- 3.4. Any changes to the approved leave dates must be communicated to the relevant EV office in advance and a new *Leave Application* form submitted.
- 3.5. Annual leave and normal personal/carer's leave is managed by the registrar's employer. All other registrar leave is managed by EV.
- 3.6. There are four categories of leave:
 - 3.6.1. Category 1 – Leave from the Program
 - 3.6.2. Category 2 – Additional leave from the Program
 - 3.6.3. Category 3 – ADF service leave
 - 3.6.4. Deferral of the Commencement of Training

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.

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4.1.3. It is expected that while a registrar is on approved Category 1 Leave they will not be undertaking paid employment, unless approved by EV.

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) and can only be taken during core vocational training. Applications to take Category 2 leave outside of core vocational training will only be considered in extenuating and unforeseen circumstances.

4.2.3 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 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.

4.2.4.1 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.

4.2.5 Category 2 Leave will only be approved by EV on the following basis:

4.2.5.1.1 Submission of a completed *EV Leave Application* form to the relevant EV office prior to commencement of leave.

4.2.5.1.2 There are no outstanding placement commitments at the time of taking leave unless under extenuating and unforeseen circumstances.

4.2.5.1.3 The registrar must commit to re-commencing active training within six calendar months of the commencement of leave.

4.2.5.1.4 The registrar's obligations to their patients, community, practice, and training progress will not be affected.

4.2.6 Where an application is made for leave before the commencement or completion of a placement:

4.2.7.1. A completed *Leave Application* form must be 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 may be required 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. This leave 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. Category 4 – Deferral of the Commencement of Training

- 4.4.1. Deferral of the commencement of training is generally not supported by EV or the Department.
- 4.4.2. Registrars seeking to apply to defer their commencement of training due to extenuating and unforeseen circumstances must complete the *AGPT Application – Deferral of Training* form and submit it to EV with relevant supporting documentation at least 20 business days prior to commencement date.
- 4.4.3. If a registrar is unable to commence training after deferring the commencement of training for a maximum of 12 calendar months, EV may withdraw a registrar in accordance with the *AGPT Withdrawal Policy 2019*.
- 4.4.4. EV will notify the Department and the relevant College/s within 20 business days of the deferral being approved. For ADF registrars, the Director Health Capability Coordination at Headquarters, Joint Health Command will also be notified.

4.5. Where leave will not be granted

- 4.4.1. Leave will not be granted:
- 4.4.4.1. Following completion of core vocational training unless it is Category 1 or Category 3 Leave; and
- 4.4.4.2. For dual curriculum registrars above the leave allowances specified in the 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 30 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. For registrars requiring additional support following an extended period of leave, this must be in line with [AGPT Extension of Training Time Policy 2019](#) and [ED-Org 8.18 Additional Registrar Support](#).

4.6. Exceptions

- 4.6.1. Exceptions to this procedure must be applied for in writing by submitting a completed *AGPT Application – Program Leave* form to EV.
- 4.6.2. 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.
- 4.6.3. Any submissions for the Department's consideration must be supported by EV.
- 4.6.4. Registrars must refer to the [AGPT Program Leave Policy 2019](#) for further details and eligibility criteria.
- 4.6.5. Registrars are not automatically entitled to allowances in addition to those specified in this procedure.

4.7. Roles and Responsibilities

- 4.7.1. Further information on the roles and responsibilities relating to this procedure are outlined in the [AGPT Program Leave Policy 2019](#) for:
- 4.7.1.1. Registrars;
- 4.7.1.2. EV; and
- 4.7.1.3. The Department.

5. Additional Information

- 5.1. ED-SD-8.6 Education and Training Definitions
- 5.2. ED-SD-8.9 AGPT Application – Program Leave

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