

Registrar Leave Policy

Note

1. This policy supersedes the previous GPEX Registrar Leave Policy and will apply to all GPEX registrars training under the Australian General Practice Training (AGPT) program.

Purpose

2. This policy is to manage registrar leave from the GPEX training program and facilitate registrar progression through the AGPT program while fulfilling training and assessment requirements.

Scope of this policy

3. This policy applies to GPEX registrars.

Responsibility for implementation, compliance monitoring, measuring and continual improvement

4. Director of Medical Education and Training (DMET)
5. Chief Executive Officer (CEO)
6. Director of Education Operations (DEO)

Policy statement

7. The AGPT program is time-limited, and so all periods of absence need to be accounted for on a registrar's training record.
8. This policy sets out the categories of leave and the application and/or notification process for when registrars take leave.
9. The categories of leave covered by this policy include:

Category	Description	As defined by	Application or Notification to GPEX
Category 1	Includes (but is not limited to) parental leave, sick leave and carer's leave, each of which require valid certificates	AGPT Program Leave Policy 2019	Application
Category 2	Includes leave for personal reasons or if GPEX is unable to match the registrars to a training facility it deems appropriate	AGPT Program Leave Policy 2019	Application

Category	Description	As defined by	Application or Notification to GPEX
Category 3	Australian Defence Force (ADF) service leave, as required by posting orders	AGPT Program Leave Policy 2019	Notification
Category 4	Deferral of the commencement of AGPT training, permissible in limited circumstances as described in the <i>AGPT Program Leave Policy 2019</i>	AGPT Program Leave Policy 2019	Application
Annual leave (employment related leave)	Normal annual leave as permitted by the <i>National Terms and Conditions for the Employment of Registrars (NTCER)</i>	Registrar's employment contract	Notification
Sick Leave (employment related leave)	Normal sick leave as permitted by the <i>National Terms and Conditions for the Employment of Registrars (NTCER)</i> . Where sick leave exceeds those limits, it becomes Category 1 Leave.	Registrar's employment contract	Notification
Personal leave, discretionary leave, leave of absence or study leave (employment related leave)	As permitted by the <i>National Terms and Conditions for the Employment of Registrars (NTCER)</i> . Where leave exceeds those limits, it becomes Category 2 Leave, which may require an application.	Registrar's employment contract	Notification

Supporting Procedures

10. This policy should be read in conjunction with the *AGPT Program Leave Policy 2019* and the *National Terms and Conditions for the Employment of Registrars (NTCER)*.
11. Employment related leave needs to be negotiated with and approved by the registrar's employer. However, where it exceeds the permitted limits of the NTCER, it will become leave within Categories 1 to 4 and therefore extend the registrar's training time.
12. Registrars are not able to start their time in the training program with a period of leave except for reasons defined in the *AGPT Program Leave Policy 2019* as Category 4.

Application process

13. There are two leave forms in use for registrars in the AGPT program:
 - a. The GPEX Leave Application Form – used for periods of leave as specified in the *AGPT Program Leave Policy 2019*, and to notify GPEX of plans for employment-related leave. Registrars will almost always use this form.
 - b. The AGPT Application - Program Leave – used when applications to the Department of Health (AGPT) are required. This is limited to additional leave outside of the allowances in the *AGPT*

Program Leave Policy 2019, or if GPEX is unable to match the registrar to an appropriate training facility. GPEX will advise registrars when this form should be used.

14. Periods of leave can have an impact on the available time for a registrar to complete the training program. GPEX should be notified in advance of all periods of leave where possible.
15. Annual leave should not be taken at a time when it conflicts with planned workshops or educational activities. If this is unavoidable, prior agreement from the registrar's Medical Educator is required and compensatory work for the activities missed during the leave period will need to be undertaken at a later date.
16. GPEX will maintain contact with registrars while on Category 1 and/or Category 2 leave, as per the *AGPT Program Leave Policy 2019*.

Registrars returning from leave

17. Registrars must notify GPEX when they plan to return from leave. Typically registrars should plan to return from longer periods of leave at the start of a new semester, the planning for which starts at least four months in advance.
18. When returning from leave exceeding six calendar months, a registrar will be required to meet with a GPEX senior medical educator to discuss a return to work plan.
19. For registrars requiring additional support following an extended period of leave, this must be in line with the *AGPT Extension of Training Time Policy 2019*.

Appeals process

20. If a registrar is not satisfied with a decision in relation to leave, the registrar will have recourse to appeal via the *GPEX Grievance Policy*.

Related documents

21. This policy should be read in conjunction with the following GPEX and AGPT policies:
 - a. GPEX Appeals Policy
 - b. GPEX Grievance Policy
 - c. GPEX Application for Leave Form
 - d. AGPT Appeals Policy 2019
 - e. AGPT Program Leave Policy 2019
 - f. AGPT Application – Program Leave 2019
 - g. AGTP Extension of Training Time Policy 2019