

TR 014 Leave from AGPT Program Policy and Procedure

1. Purpose

To inform registrars of their leave entitlements and the procedures to take leave from the Australian General Practice Training (AGPT) Program.

2. Scope

This procedure applies to all registrars enrolled in the AGPT Program.

Applications for leave are executed within the guidelines of the AGPT Leave Policy.

The leave allowances specified in this procedure refer to leave from the AGPT program only. Annual/recreational leave and personal/sick leave as agreed between the training facility and the registrar in their employment contract are not covered in this procedure.

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, which is typically taken as two (2) weeks each six (6) months and which does not require approval by Murray City Country Coast GP Training (MCCC). Any leave above this time is considered leave from the AGPT program.

3. Definitions

Please refer to TO 004 MCCC Acronyms, Abbreviations, and Definitions Resource Document.

4. Principles

1. Leave is granted on a full-time basis regardless of the FTE status of a registrar.
2. All leave is unpaid except for statutory annual and personal/carer's leave.
3. Study Leave is not recognised by the AGPT and therefore needs to be taken as:
 - a. Annual leave.
 - b. Leave from the program, if the registrar's employment-related annual leave is exhausted.
4. Registrars are strongly discouraged from taking leave during GPT2/PRRT2 as this will have a significant impact on participation and completion of the mandatory out of practice education provided by MCCC.
5. 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.
6. Leave cannot be used by a registrar to sit or re-sit college assessments.
7. Leave requests must be received at least twenty (20) days prior to the commencement of leave and will not be approved retrospectively.

Types of Leave

Category 1 – Legislated Leave

1. This leave is available to all registrars as per the relevant legislation.
2. Leave entitlements may vary between each State and Territory and may involve Federal law.
3. Legislated leave includes:
 - a. Parental (maternity/paternity) leave.
 - b. Sick leave with valid certificates.
 - c. Carer's leave with valid certificates.
4. Category 1 leave may only be approved by MCCC on the basis of the supporting documents and evidence provided by the registrar.
5. As leave should not compromise a registrar's training, Category 1 leave will extend the time it takes to complete the compulsory components for fellowship.

Category 2 – Additional Leave

1. This leave applies to all registrars and includes:
 - a. Personal reasons.
 - b. Any other purposes not included under Category 1 leave.
2. Category 2 leave is capped at a maximum of six (6) calendar months (twenty-six (26) calendar weeks).
3. Category 2 leave must only be taken during core vocational training and approved by the CEO.
4. In extenuating and unforeseen circumstances, a request for an additional period of up to six (6) calendar months (twenty-six (26) calendar weeks) can be submitted to the Department of Health (the Department) for consideration.
5. Each request will be considered on a case-by-case basis.
6. Registrars are not automatically entitled to the additional six (6) calendar months leave.
7. If MCCC is unable to locate an accredited training facility for a registrar and has exhausted all alternative options, including transfers between Regional Training Organisations (RTOs), Extended Skills posts, and Advanced Specialised Training and/or Advanced Rural Skills Training posts, it will seek written approval from the Department (via PLA2 Application for Category 2 Leave (RTO Unable to Place Registrar)) for Category 2 leave.

Conditions for the approval of Category 2 Leave

1. Category 2 Leave will only be approved by MCCC on the following basis:
 - a. On submission of a completed Application for Leave to the regional Registrar Education and Practice Support (REAPS) Coordinator a minimum of twenty (20) days prior to the commencement of leave.
 - b. That there are no outstanding placement commitments at the time of taking leave unless under extenuating and unforeseen circumstances.

- i. Consideration will be given to the type of circumstances prior to granting approval for leave when there are outstanding commitments.
 - c. The registrar must commit to recommencing active training within six (6) calendar months of the commencement of leave.
 - d. The registrar's obligations to patients, community, practice, and training progress will not be affected.
2. Where an application is made for leave before the completion of a placement, the following are required from the registrar:
 - a. A completed Application for Leave signed by both the registrar and training facility outlining the justification for early termination of the placement.
 - b. Supporting documentation to assist the application for leave.
 - c. An arrangement for reimbursement to the facility by the registrar for accommodation and other costs incurred as a consequence of the early termination of the placement.

Category 3 – ADF Service Leave

1. Category 3 leave is only available to registrars who are full-time members of the Australian Defence Force (ADF).
2. Where a registrar is required to take leave from the AGPT program to meet ADF service requirements, this leave will be supported by MCCC.
3. Where a registrar takes leave from the AGPT program to meet ADF service requirements, MCCC will record the leave in the registrar's training record as ADF Service Leave.
4. 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.

Academic Leave

1. Registrars wishing to take leave must communicate with their University Supervisor, Medical Educator and the RACGP gpedresearch@racgp.org.au All parties must be copied into communications.

Where leave will not be granted

1. Leave will not be granted:
 - a. In instances where registrars have already exhausted the following amount of calendar weeks of Category 1 Leave, unless appropriate evidence is provided to MCCC.
 - i. 156 calendar weeks for registrars undertaking Fellowship of the Royal Australian College of General Practitioners (FRACGP).
 - ii. 208 calendar weeks for registrars undertaking Fellowship of the Australian College of Rural and Remote Medicine (FACRRM).
 - b. Following an Extension of Training Time (Awaiting Fellowship or Extension Assessment).
 - c. Immediately following a period of leave of a different leave category (i.e. Category 1 leave immediately followed by Category 2 leave).
 - d. During remediation, unless it is Category 1 or Category 3 Leave.

- e. Following completion of core vocational training unless it is Category 1 or Category 3 leave.
 - f. For dual curriculum registrars above the leave allowances specified in the procedure.
2. Registrars with medical registration conditions and/or undertakings imposed by the Australian Health Practitioner Regulation Agency (AHPRA) 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:
 - a. Not practising medicine until approved to do so by the Medical Board.
 - b. Registrars requiring 100% direct supervision.
 - c. Restrictions from seeing particular patient groups.
 3. Registrars with imposed conditions and/or undertakings as listed in 2a and 2b above 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 AHPRA's decision to impose conditions and/or undertakings on their medical registration if they have leave available under this category.
 4. Registrars with conditions and/or undertakings as listed in 2a to 2c above will be subject to TR 015 Withdrawal Policy if:
 - a. They choose not to appeal AHPRA's decision to impose conditions and/or undertakings on their medical registration.
 - b. They exhaust the Category 2 leave allowances available to them as specified in this procedure.

Registrars returning from leave

1. Registrars must notify MCCC when they plan to return to the AGPT program after a period of leave. This must be done as early as possible, and no later than 20 business days before the intended return date.
2. When returning from leave exceeding twelve (12) calendar months, registrars may require support to ensure that they regain an appropriate level of competence prior to recommencing their training. MCCC will determine what level of support is required.
3. For registrars requiring additional support following an extended period of leave, this must be in line with ED 009 Extension of Training Policy.

Program deferrals

1. Generally, deferral of the commencement of training on the AGPT program is not permitted.
2. Deferral of the commencement of training will only be considered:
 - a. In extenuating and unforeseen circumstances.
 - b. In line with legislated requirements (Category 1 leave).
 - c. To meet ADF service requirements.
 - d. If MCCC is unable to place a registrar in a suitable training practice.
3. For program deferral under 2a, registrars will need to demonstrate the extenuating and unforeseen circumstances, including:



- a. Providing supporting documents and evidence of the extenuating and unforeseen circumstances.
 - b. Providing evidence to show that their circumstances were unforeseen when they accepted their place on the AGPT program.
4. In order to apply to defer the commencement of training under categories 2a, 2b or 2c, registrars must:
- a. Complete the Application for Deferral of Training (ADT1) form and any evidence or supporting documents as specified in this procedure for consideration.
5. If Clause 2d applies, MCCC will submit the ADT1 form and any evidence or supporting documentation to the Department for consideration.
6. MCCC 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 twenty (20) business days before the date of deferral.

Exemptions

Exemptions to this procedure are set out in the AGPT Program Leave Policy.

5. Procedure

- 1. To apply for leave from the AGPT program, a registrar should complete the MCCC Application for Leave and submit it to the local REAPS coordinator.

6. Related documents or websites

MCCC documents

[TR 015 Registrar Withdrawal Policy and Procedure](#)

[Training Time Variation Application](#) (TRF 017A)

External organisation documents

[AGPT Policies](#), including Application for Deferral of Training and Application for Leave

[AGPT Program Leave Policy](#)

[National Terms and Conditions for the Employment of Registrars](#) (NTCER)

7. Document History

Version	Summary of changes
1.0	First version
2.0	Academic Leave added

TR 014 Leave from AGPT Program Policy and Procedure
 Created: August 2016
 Unit responsible: DMET/RHE
 Reviewed: April 2017

Version: 2.0
 Approval: Executive
 Written by: TOM
 Next review date: April 2018