

# GPEX Registrar Leave Policy

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## Note

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

## 1. Purpose

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.

## 2. Scope of this policy

This policy applies to registrars enrolled in the GPEX training program.

## 3. Responsibility for implementation, compliance monitoring, measuring and continual improvement

- Director of Medical Education (DOME)
- Chief Executive Officer (CEO)
- Director of Education Operations (DEO)

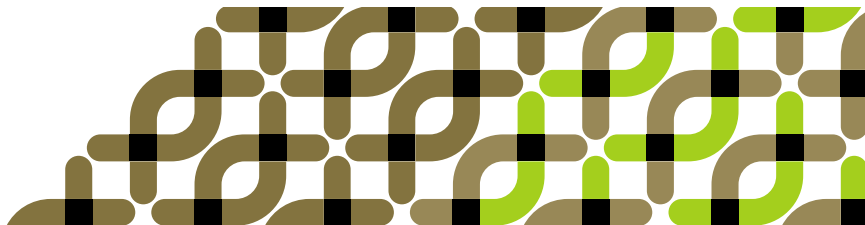
## 4. Policy statement

- 4.1 This policy sets out the categories of leave and the application process for taking extended leave.
- 4.2 The categories of leave covered by this policy include:
  - 4.2.1 Annual leave;
  - 4.2.2 Sick leave;
  - 4.2.3 Eligible parental leave;
  - 4.2.4 Personal/compassionate leave;
  - 4.2.5 Discretionary leave;
  - 4.2.6 Leave of absence.

## 5. Definitions

'Employment related leave' means annual leave and sick leave.

'Extended leave' means any leave other than employment related leave.



## 6. Supporting procedures

- 6.1 This policy should be read in conjunction with the *AGPT Program Leave Policy 2017*.
- 6.2 All leave is unpaid except for annual and sick leave.
- 6.3 Employment related leave needs to be negotiated with and approved by the registrar's employer.
- 6.4 Training in the GPEX training program cannot commence with a period of leave except in the following circumstances:
  - 6.4.1 Parental leave;
  - 6.4.2 deferral of entry due to the need to undertake preparatory work as determined by GPEX;
  - 6.4.3 unexpected ill health; or
  - 6.4.4 Discretionary leave formally granted by GPEX.
- 6.5 Leave will not be granted from the AGPT program to pursue other non-GP accredited medical posts.

## 7. Application process

- 7.1 Registrars applying for all leave other than employment related leave, need to submit an Application for Leave Form to the DOME outlining their reasons. The application needs to be submitted and approved prior to the leave event.
- 7.2 Extended leave may affect a registrar's time to complete the GPEX training program. Therefore, it is the registrar's responsibility to advise GPEX of **all** leave requirements (including annual leave). GPEX needs to ensure that the amount of leave approved (not including parental leave) does not extend beyond the time it would normally take to complete the compulsory components of the training program (three years full time).
- 7.3 Annual leave should not be taken at a time when it conflicts with a planned major workshop or mini-release educational activity. If this is unavoidable, prior agreement from your Medical Educator is required and a decision will be made as to whether the activities missed during the leave period need to be undertaken at a later date.

## 8. Appeals process

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

## 9. Related documents

This policy should be read in conjunction with the following GPEX and AGPT policies:

- GPEX Appeals Policy
- GPEX Grievance Policy
- GPEX Application for Leave Form
- AGPT Appeals Policy 2017
- AGPT Program Leave Policy 2017