

## **REGISTRAR LEAVE POLICY**

### **Introduction**

RVTS provides training towards FACRRM and FRACGP/FARGP. Required training time for FACRRM is 4 years full time equivalent (FTE) and for FRACGP 3 years full-time plus an optional additional year to complete the FARGP. Recognition of prior learning can reduce this time.

### **Purpose**

The purpose of this policy is to ensure that all RVTS registrars meet ACRRM and RACGP requirements for completion of training time.

### **Policy**

Statutory leave is an entitlement for all registrars and is agreed between the registrar and their employer in their work contract.

Where RVTS registrars apply to their employer for leave from their clinical position for a period in excess of four consecutive weeks they are required to apply in advance to the RVTS for leave from training.

In all instances, any periods of leave from training in excess of four consecutive weeks must be added on to the registrar's training time. Accrued unused leave will not reduce training time.

A registrar is considered to be on leave if they are absent from their workplace during a period where they would normally be working.

While RVTS registrars are on leave they are not entitled to participate in weekly webinars or RVTS workshops except by prior arrangement.

It is recognised that circumstances may arise that require registrars to take additional leave from training.

Cumulative leave to a maximum of six calendar months, (26 calendar weeks) will be considered.

In extenuating and unforeseen circumstances, a request for an additional period of up to six calendar months (26 weeks) can be submitted to RVTS with supporting documents for consideration. No more than 12 months can be approved at a time. Only in special circumstances will a registrar be entitled to more than 2 years of leave over the duration of their training time.

### **Scope**

This leave policy applies to registrars who have yet to attain Fellowship of either RACGP or ACRRM. Registrars who have obtained Fellowship should refer to the RVTS Post-Fellowship policy.

Leave would not normally be taken during periods of remediation, where the Registrar is managed under the RVTS Registrar in Difficulty policy.

Registrars cannot commence their training with a period of leave. Deferral of commencement of training in the RVTS program will only be considered under extenuating and unforeseen circumstances, as promulgated in the RVTS Deferral of Commencement of Training Policy.

### **Parental Leave**

Up to 12 months leave from training is available to the parent of a newborn child or a recently adopted child. The registrar must be the primary carer of the child. While on parental leave, a

registrar may, by prior arrangement, continue to participate in weekly webinars and/or attend RVTS workshops. This will count towards meeting the mandatory training requirements as listed in the RVTS Handbook. It will not, however, count towards training time. This policy may be varied in exceptional circumstances by the registrar's written application to the RVTS Director of Training. Registrars seeking to take parental leave are required to submit a Registrar Leave Application with supporting documentation.

### **Provider Number**

Registrar's provider number will remain active during leave less than 6 months, but registrars must not undertake paid work using their RVTS provider number without prior permission from the RVTS Director of Training. For leave longer than 6 months, the registrar's provider number will be suspended.

### **Process for Application for Leave**

Registrars must apply prospectively for leave for any period in excess of 4 consecutive weeks, using an RVTS *Registrar Leave application form*. The form is submitted to the RVTS office. Notification of the approval of leave will be provided in writing by the Director of Training or delegate.

### **Responsibilities**

RVTS Director of Training, Operations Manager, Training Support Manager, and Registrar Training Coordinators.

### **Related documents**

RVTS Registrar Leave application form  
RVTS Handbook

### **Document control**

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Authorised by: CEO

Current Version Date: August 2021

Maintained by: Director of Training

Original Issue: May 2010 | Previous Version/s: November 2015 / May 2019 / August 2019

Last Reviewed: August 2021

Next Scheduled Review: November 2022