



ACPSEM TEAP Leave Policy

1. Purpose

The purpose of this policy is to manage registrar leave and deferrals from the ACPSEM's Program while progressing registrars through their training while fulfilling education, training and assessment requirements.

2. Definitions

Word/Term	Definition (with examples if required)
Chief Executive Officer (CEO)	The CEO of the ACPSEM
Commencement of Training	The approved enrolment date denotes the commencement of training
TEAP Requirements	The requirements placed on a registrar enrolled in TEAP.
Leave for Examination Purposes	In circumstances where a registrar's employment is ceased prior to successful completion of all examination requirements but where the registrar has been assessed to have completed all other TEAP requirements, leave from TEAP may be granted until examinations are completed.
Extenuating and Unforeseen Circumstances	<p>Extenuating and Unforeseen Circumstances are defined as circumstances which were unforeseen and outside a registrar's control when they accepted a place on the TEAP. These circumstances will not be considered as unforeseen if it can be determined that the circumstances were known or reasonably should have been known by the registrar prior to the acceptance of their place on the TEAP.</p> <p>Examples of extenuating circumstances may include, but are not limited to:</p> <ul style="list-style-type: none">• Ill-health (other than minor illnesses);• Deterioration of an existing medical condition that can no longer be managed in the current location;• Bereavement;• Acute personal/emotional circumstances;• Hospitalisation;• Illness of an Immediate Family Member;• A major change to a registrar's personal circumstances; or• An involuntary change in a spouse's employment.



Word/Term	Definition (with examples if required)
	All applications and requests pertaining to Extenuating and Unforeseen Circumstances of the registrar will be considered on a case by case basis.
Immediate Family Member	Immediate Family Member means the registrar's parents (mother, father, and step parents), siblings, spouse/partner/de facto/fiancé, child/children and anyone for whom the registrar has primary carer responsibility.
Accredited Training Site	Includes any facility accredited to provide training toward TEAPs.
Approved TEAP completion date	The specified TEAP completion date included in the Registrar's enrolment letter in accordance with the requirements of the ACPSEM's TEAP Admission and Enrolment policies.
TEAP duration period	ACPSEM policy specifies TEAP duration period requirements and these are used to calculate a full time equivalent (FTE) TEAP completion date.
Maximum Elapsed Training Time	The maximum time available of 8 years, within which TEAP must be completed. For example, a registrar that has completed post-graduate studies at the time of enrolment, and is required to finish TEAP in 3 years full time equivalent training, who has 2 years of Category 1 (parental) leave approved, would be expected to complete TEAP in 5 years.
Adjusted TEAP completion date	A recalculated TEAP completion date, considering category 1-3 leave approved under this policy. The adjusted date should not exceed the maximum allowable training time of 8 years and be calculated based on the original approved TEAP duration period unless a change to the approved TEAP duration period has also been agreed.

3. Application and Scope

- 3.1 This policy applies to all registrars enrolled in ACPSEM TEAPs.
- 3.2 The leave allowances specified in this policy refer to leave from the TEAP only. Annual/recreational leave and personal leave as agreed between the accredited department and registrar in their work contract are not covered in this policy.
- 3.3 Registrars must apply in writing for leave from an ACPSEM TEAP. All applications for leave should be negotiated and approved in advance before the registrar commences leave to ensure that it does not compromise a registrar's progress through training.



- 3.3.1 If a registrar has to take unexpected Category 1 Leave, Category 2 Leave, from the Program and was unable to apply for leave prior to it commencing they may do so.
- 3.3.2 In these instances it is expected that the registrar will submit an application including all relevant supporting documentation t within 20 business days of the leave commencing.
- 3.4 All applications for leave from the TEAP must include relevant supporting documentation.
- 3.5 Leave is granted on a full-time basis regardless of the full-time equivalent (FTE) status of the registrar.
- 3.6 The leave allowances in this Policy should not be used by a registrar for the express purpose of studying for, sitting or resitting assessments or examinations.

4. Policy Principles

- 4.1. The ACPSEM recognises that during the course of training on the TEAP circumstances may arise that require registrars to take leave from the TEAP.
- 4.2. Leave must not compromise a registrar's training.
- 4.3. Leave must not be extended over long periods of time. Registrars returning from extended leave may require support to regain an appropriate level of competence prior to recommencing their training.
- 4.4. Registrars have the option of seeking advice and support in relation to any aspect of this policy if required.

5. Maximum Training Time

- 5.1 The maximum time available, within which TEAP must be completed is 8 years.

6. Types of Leave

6.1 Category 1 - Leave from the Program

- 6.1.1. This leave is available to all registrars.
- 6.1.2. Leave entitlements may vary between each state and territory and may involve Federal law. Category 1 Leave includes, but is not limited to:
 - 6.1.2.1. Parental leave (with valid birth certificate, foster/adoption papers or permanent care orders);
 - 6.1.2.2. Sick leave with valid certificates; and
 - 6.1.2.3. Carer's leave with valid certificates.
- 6.1.3. Category 1 Leave will be approved on the basis of the supporting documents and evidence provided by the registrar.
- 6.1.4. It is generally expected that while a registrar is on approved Category 1 Leave they will not undertake paid employment that is inconsistent with their reason for taking Category 1 Leave.



- 6.1.4.1. There are certain instances where a registrar may undertake paid employment while on Category 1 Leave and this should be discussed and agreed with the ACPSEM

6.2. Category 2 - Additional Leave from the Program

6.2.1. This leave applies to all registrars and reasons include:

- 6.2.1.1. Personal reasons;
- 6.2.1.2. If a registrar is unable to be matched to an appropriate Training Facility and all alternative options have been exhausted; or
- 6.2.1.3. Any other purposes not included under Category 1 Leave.
- 6.2.1.4. For registrars who are placed on Category 2 Leave due to their training site losing accreditation or the unavailability of an approved supervisor, this Category 2 Leave will not count towards their Category 2 Leave allowance or the training time cap.
- 6.2.1.5. Leave for examination purposes, is confined to two specific circumstances only:
 - 6.2.1.5.1. Where a registrar is no longer employed at an accredited training site but has met all TEAP requirements other than passing final examinations and is required to re-sit these examinations.
 - 6.2.1.5.2. Where a registrar is no longer employed at an accredited training site but has met all TEAP requirements other than passing final examinations and the ACPSEM has been unable to schedule an examination (first attempt) prior to the cessation of employment. To be eligible under this category registrars must have completed all TEAP requirements other than final examinations, three months in advance of the approved TEAP completion date.
- 6.2.2. Category 2 Leave can only be accessed after the Commencement of Training. If a registrar is unable to commence training, then a deferral of the Commencement of Training should be applied for (see below).
- 6.2.3. Category 2 Leave is capped at a maximum of six calendar months (26 calendar weeks).
- 6.2.4. Category 2 Leave must be approved in writing by the CEO (or delegate).
- 6.2.5. In Extenuating and Unforeseen Circumstances a request for an additional period of up to six calendar months (26 calendar weeks) can be submitted for consideration.
 - 6.2.5.1. Each request will be considered on a case by case basis. Registrars are not automatically entitled to this additional six calendar months of leave.
- 6.2.6. Category 2 Leave (with the exception of clause 5.2.2 above) will contribute towards a registrar's Training Time and will be counted towards the registrar's training time cap.

6.3. Category 3 – Deferral of the Commencement of Training

- 6.3.1. Generally the deferral of the Commencement of Training on the TEAP is not permitted.



- 6.3.2. Deferral of the Commencement of Training will only be considered:
- 6.3.2.1. In Extenuating and Unforeseen Circumstances;
 - 6.3.2.2. For Category 1 Leave;
 - 6.3.2.3. If the registrar is no longer able to commence TEAP at their place of employment due to loss of site accreditation or where an approved supervisor is no longer available.
- 6.3.3. Registrars seeking to defer the Commencement of Training due to Extenuating and Unforeseen Circumstance will need to demonstrate these circumstances, including:
- 6.3.3.1. Provide all relevant supporting documentation and evidence of the Extenuating and Unforeseen Circumstances; and
 - 6.3.3.2. Provide evidence to show that their circumstances were unforeseen when they applied for enrolment in TEAP.
- 6.3.4. Registrars can apply to defer the Commencement of Training as follows:
- 6.3.4.1. An initial period of up to six calendar months (26 calendar weeks)
 - 6.3.4.2. In Extenuating and Unforeseen Circumstances a request for an additional period of up to six calendar months (26 calendar weeks) can be submitted for consideration and approval.
 - 6.3.4.2.1. Each request will be considered on a case by case basis. Registrars are not automatically entitled to this additional six calendar months of deferral.
 - 6.3.4.3. Registrars deferring the Commencement of Training for the purposes of Category 1 Leave are able to apply for longer than 6 calendar months initially, provided the requested period of deferral is reflective of the state and territory leave entitlements relevant to the jurisdiction in which the registrar is enrolled.
- 6.3.5. If after deferring the Commencement of Training for a maximum of 12 calendar months the registrar is still not able to commence their training on the TEAP, they may be withdrawn from TEAP.
- 6.3.6. A registrar's deferral of the Commencement of Training will not count towards their Category 2 Leave allowances or their training time cap and as such the Training Time cap will commence once the registrar commences training on the TEAP.

7. Accountability

- 7.1 Leave will not be granted during remediation, unless it is Category 1 Leave: and
- 7.2 A registrar who is unable to find alternate employment at an accredited training facility that preclude them from completing TEAP will not be eligible for leave beyond the allowance specified in this Policy and will be withdrawn from TEAP subject to ACPSEM's Grievance and Appeals Handling Policy.
- 7.3 Applications for Leave for Examination purposes will not be approved where registrars did not complete all other TEAP requirements at least three months before the approved TEAP completion date.



8. Appeals

- 8.1 Registrars must notify the ACPSEM when they plan to return to their TEAP so that arrangements can be made by the ACPSEM. This must be done a minimum of 20 business days, where possible, before their intended return date to allow for monitoring of training to recommence.
- 8.2 When returning from extended leave, a registrar may require support to ensure that they regain an appropriate level of competence and have the capacity to train, prior to recommencing their TEAP. The ACPSEM will determine what level of support is required.

9. Roles and Responsibilities

9.1. Registrars are responsible for:

- 9.1.1. Applying in writing to the ACPSEM for leave, including submitting all relevant supporting documentation and evidence if required or requested;
- 9.1.2. Applying in writing for leave within 30 business days, where possible, of the commencement of a period of leave in the instance that the registrar has had to take a period of unexpected leave and was unable to apply for leave in advance.
- 9.1.3. Applying in writing to defer the Commencement of Training;
- 9.1.4. Communicating with the ACPSEM while on leave, advising any changes to their contact details during their leave and notifying them of their expected return to training date.

9.2. The ACPSEM is responsible for:

- 9.2.1. Managing registrar leave;
- 9.2.2. Working with registrars to ensure education and training continuity for registrars taking extended leave;
- 9.2.3. Supporting a registrar's return to training following a period of extended leave;
- 9.2.4. Ensuring that all leave is approved by the CEO (or delegate);
- 9.2.5. Documenting decisions regarding registrar leave requests and retaining evidence provided with leave requests;
- 9.2.6. Notifying the registrar of a leave request determination within 15 business days of the request and, if declined, provide the reasons for declining, the considerations factored into the decision and information on the registrar's right to appeal the decision;

10. Related Documents

- [Accreditation Policy](#)
- [Certification Policy](#)
- [Program Admission Policy](#)



- [TEAP Program Enrolment Policy](#)
- [TEAP Progression and Completion Policy](#)
- [TEAP and other Assessment fees and Refund Policy](#)
- [Grievance Handling and Appeal Policy](#)
- [Registration Requirements Policy](#)

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