



Training Program Leave Policy

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Related Policies/Regulations	
Contact:	Director Training Program

PURPOSE

This policy provides the details and criteria by which individuals enrolled in the College Training Program may use their six weeks of provisioned leave for each training year in the training program.

SCOPE

This policy applies to all trainees accepted into the ACD Training Program and outlines the rules and regulations.

DEFINITIONS/KEY WORDS/ABBREVIATIONS

Trainee refers to any person who has accepted an offer of a position in any Training Program run by the ACD and has paid fees.

DoT refers to the Director of training

Interrupted refers to periods requiring leave of more than four consecutive weeks.

Training Position refers to an accredited position for training.

NTC refers to the National Training Committee

Clinical training year refers to a 52-week training year

THE POLICY

Provision is made each year for 4 weeks of leave and 2 weeks of unscheduled leave for illness and other unexpected events from the Training Program during a clinical training year.

If more than six consecutive weeks' of leave is taken in a clinical training year, trainees should refer to the Variation of Training Policy found on the College website.

Trainees should be aware that provisioned leave from the Training Program is separate to workplace leave and award entitlements (this will vary across training sites). Trainees cannot exceed the amount of provisioned leave allowed in a training year, even if their balance of accumulated leave from the workplace or award entitlements amount to more.

Trainees are required to be familiar with their employment contracts for conditions of employment/leave/entitlements from the employer. Aspects such as maternity leave, long service leave etc., should be considered by trainees. Local award and work conditions may vary across sites and states, however all trainees must meet the necessary number of weeks of the training program.

It is important that Trainees manage their leave appropriately to ensure they don't exceed their 6 weeks of provisioned leave and meet their training requirements for the training year. Failure to do so may be deemed as unsatisfactory performance and may impact on a trainee's eligibility to sit the Fellowship examinations.

Any unused training program leave cannot be counted towards training except in exceptional circumstance with approval from the National Training Committee.

Approving leave is at the employers' discretion. Employers are responsible for ensuring that:

- there is no compromise to, or disruption of, patient care,
- there is no disruption to the orderly running of the department,
- there is sufficient overlap time for transfer of responsibilities to be organised.

Variations of Training

- Trainees who take a variation of training for interrupted leave are entitled to any remaining weeks of leave when they resume their clinical training.
- Trainees who take a variation of training to go part-time during their training are entitled to weeks of leave on a pro rata basis.

Leave must be recorded as part of the Rotation Placement Form at the end of each rotation and submitted to the training portfolio.

Classification of Leave

Employer Leave/Workplace entitlements may include: (refer to contract/award)
Annual Leave
Personal/Carer's leave
Study Leave
Long Service leave
Parental leave
Compassionate & bereavement leave
Any other leave

Trainees may use the above leave as part of the 6 weeks of provisioned leave per clinical training year as outlined below:

4-weeks of leave may be used for:	2-weeks of leave for unscheduled leave for illness and other unexpected events may be used for
Annual leave	Personal/Carer's leave
Parental Leave	Compassionate & bereavement leave
Study Leave	
Long Service leave	
Community service leave	
Forced leave e.g., office closures over Christmas	

Trainees may also use up to an additional 5 work-days per training year of their training time for College approved education activities. *Trainees should refer to section 3.9.4 of the Training Program Handbook.*

Trainees should refer to *section 3.2 of the Training Program Handbook* for further information on Public holidays and ADOs.