



Australasian College for Emergency Medicine

Dear FACEM trainees,

The ACEM Board, in collaboration with the Council of Education (COE), has recently approved changes to the *Parental Leave Policy*. These amendments are designed to better support our FACEM trainees, promote a healthy work-life balance and further foster a culture of equity, wellbeing, and inclusion throughout our training program.

Effective 1 January 2025, the amended *Parental Leave Policy* offers greater flexibility and empowers FACEM trainees to balance their training commitments with the demands of family life.

What changes have been approved by the College?

- 1. Parental leave is no longer included in Interruption to Training limits:** Removing parental leave from Interruption to Training limits means there is no restriction to the total duration or number of periods of parental leave that FACEM trainees may take during their training.
- 2. Training Stage and training program due dates will be extended:** Periods granted as parental leave will not contribute to the maximum timeframes permitted for completion of individual Training Stages and the training program. An extension to both the Training Stage and training program due dates will be applied equal to the time taken as parental leave.

This approach affirms the College's commitment to supporting trainees in balancing their professional and personal lives, and is one of the many benefits of being [part of the ACEM community](#).

What do I do if I want to take parental leave?

1. Read the ACEM *Parental Leave Policy* (December 2024).
2. Confirm the period of parental leave you wish to take. You can apply for parental leave in blocks of up to 52 consecutive weeks at a time. If you need more than 52 weeks, you can apply for extension at the end of the initial 52 weeks of parental leave.
3. Access the *Interruption to Training Request* form [here](#), complete and submit.

4. You will receive a confirmation email from ACEM once the period of parental leave has been processed. The Training Services Team will extend your Training Stage and training program due dates in the *MyACEM Portal*.

Below are some FAQs to help you understand what this change means for your training

Do I need to submit an application form for parental leave?

Trainees can continue to use the existing *Interruption to Training Request* form via the *MyACEM Portal* to submit their application for parental leave to the College.

Will parental leave count in the Interruption to Training time limit?

No, parental leave confirmed from 1 January 2025 will not count towards the total Interruption to Training time limit of 156 weeks.

Please note: While a technology solution is developed, the *MyACEM Portal* will show all parental leave in the total Interruption to Training allowances. If your Interruption to Training allowance is exhausted and you wish to apply for further parental leave, please contact the Training Services Team (training@acem.org.au)

How will I know if my training time has been extended to match my parental leave?

Once your parental leave request is approved by the College, a member of the Training Services Team will automatically extend your Training Stage and training program due dates by the exact number of days of confirmed parental leave. We will also send you an email to confirm any changes to your training due dates.

For example:

If a Training Stage 3 trainee has the following training due dates:

- **Training Stage due date:** 2 February 2026
- **Training program due date:** 2 February 2030

And the trainee elects to have 52 weeks of parental leave, their adjusted due dates will be:

- **Training Stage due date:** 2 February 2027
- **Training program due date:** 2 February 2031

If I have taken parental leave before 1 January 2025 will these changes apply to that period?

No, the changes to the *Parental Leave Policy* will only apply to parental leave taken from 1 January 2025 onwards. They will not affect parental leave that was taken prior to this date.

Should you have any questions regarding, please contact the ACEM Training Team at training@acem.org.au.

Kind regards,

A handwritten signature in black ink, appearing to read 'Kate Field', written in a cursive style.

Dr Kate Field

Censor-in-Chief

Chair, Council of Education