

Australasian College for Emergency Medicine

Parental Leave

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Document Review

Timeframe for review:	Every two years, or earlier if required
Document authorisation:	Council of Education
Document implementation:	Executive Director, Education and Training
Document maintenance:	Coordinator, Education and Training

Revision History

Version	Date	Pages revised / Brief Explanation of Revision
v1	Oct-2018	Approved by COE
v2	Jul-2019	Amended maximum duration of permitted interruption to training
v3	Sep-2020	Allowance for extension of training due dates when Interruption to training of greater than 24 months reached as a result of Parental Leave.
v4	Feb-2022	Revisions to reflect introduction of revised FACEM Training Program from 2022 Training Year (Regulation G)
v5	Oct-2024	Revisions to reflect separation of parental leave from interruption to training and unlimited allowance for parental leave.

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1. Purpose and background

This policy sets out the options available for FACEM Training Program trainees wishing to take parental leave, the process for notifying ACEM of periods of parental leave, and the impact of this leave on a trainee's record and their progress in the FACEM Training Program.

2. Terminology

Interruption to Training (Regulation G2.1.4)

An 'interruption to training' is any period of time which:

- is taken out of the workforce as extended leave (whether non-annual leave or otherwise);
- is spent in any post not accredited for training purposes (e.g. work in an unaccredited ED, locum work);
- is worked less than 0.5FTE;
- is spent in an approved training post but does not meet requirements with regard to minimum term duration;
- exceeds leave limits in a placement period;
- is defined as Surplus Training Time or wellbeing interruption.

Current regulations permit a maximum of 156 weeks of Interruption during the FACEM Training Program, with a maximum of 52 weeks able to be approved at any one time.

Parental Leave (Regulation G2.1.5)

Parental leave is a period of time taken out of the workforce as extended leave.

Current regulations permit trainees to take unlimited parental leave throughout the course of the FACEM Training Program with a maximum of 52 weeks able to be approved at any one time. Trainees must notify the College of extensions to parental leave beyond 52 weeks.

Leave within training (Regulation G2.1.3)

Any leave taken during a training period within a placement, with the maximum amount of leave that may be taken in a placement is prescribed in the relevant training regulations.

To ensure an ITA period can be certified or credited, trainees are permitted to take:

- up to 5 weeks in a 13 week In-Training Assessment period (40% ITA period)
- up to 10 weeks in a 12-month period.

Minimum term duration (Regulation G2.3.2)

Minimum term duration is a period of time during which a trainee undertakes training in an accredited or approved site that meets the minimum time requirements deemed necessary for an In-Training Assessment (ITA) to be completed by a single supervisor.

A trainee can only be credited with training time if it satisfies the minimum term duration requirements and is therefore considered a sufficient assessable period to provide a valid assessment. Periods of training time that do not meet the requirements cannot be credited towards meeting training time requirements.

To meet minimum term duration requirements a trainee must collectively:

- a. complete a minimum of two (2) months FTE or two (2) calendar months as applicable (in Provisional Training) or three (3) months FTE or three (3) calendar months as applicable (in Advanced Training or each of Training Stages 1, 2, 3 and or 4) consecutively at a single site in a single discipline;
- b. be in their placement for at least 60% of their rostered hours; (refer to Regulation B2.1.4 or G2.1.3 for leave limits);
- c. complete their training in a single discipline at a single site at no less than 0.5 FTE;
- d. undertake training at an accredited site and under supervision by a specialist in that discipline.

3. Parental Leave Notification

Regulations allow trainees to interrupt training for a maximum period of three (3) years throughout the course of the FACEM Training Program. However, this excludes periods of parental leave (refer Regulation G2.1.4.1). Trainees may take unlimited parental leave throughout the course of the FACEM Training Program, but only 52 consecutive weeks can be approved at any one time, after which a notification of extension is required (refer Regulation G2.1.5).

Parental leave notifications are completed using the Parental Leave form on the member portal, with supporting documentation required at the time of submission.

Where a notification for parental leave has been submitted, the trainee's FACEM Training Program due date and training phase due date will be extended by the period of parental leave taken.

4. Options for the Periods of Training Just Prior to and Post Parental Leave

The period immediately before or after a period of parental leave may not meet regulations related to Minimum Term Duration. Training time that does not meet minimum term duration cannot be considered for certification and will be entered as an Interruption to Training.

The following provides information and options to assist trainees regarding the process of applying to vary the minimum term duration regulation for the purposes of parental leave and in their return to training.

Understanding that sometimes circumstances cannot be planned, trainees should attempt to plan their parental leave with consideration of standard leave entitlements within a placement period. These leave entitlements, taken immediately before or after a period of parental leave, may provide the opportunity of that placement meeting minimum term duration and the ITA period being certified.

4.1 Variation to minimum term duration regulation prior to leave commencement

Trainees unable to meet minimum term duration immediately prior to or post a period of parental leave can receive prior approval to ensure their training time and assessment requirements can be certified for that period.

As each trainee has different circumstances, an individualised Training and Assessment Plan will need to be developed to ensure appropriate assessment can be completed for the overall training period in question.

Where possible trainees who are seeking this option must apply in writing to the ACEM Training team no less than three (3) months prior to starting parental leave outlining:

- the proposed start and end dates of parental leave; and
- return to work plans (if known), including the training site they will be returning to.

A Training and Assessment Plan will be prospectively approved by the Regional Deputy Censor (or the Regional Censor if the Regional Deputy Censor is the trainee's DEMENT) in consultation with:

- the trainee's DEMENT; and
- the ACEM Trainee Liaison and Support Coordinator / ACEM Trainee Support Officer.

The formulation of the Training and Assessment Plan will be guided by the following:

- time completed to date within current stage / phase of training
- consistency and continuity of supervision and site, pre and post the period of parental leave
- workplace assessments to be completed within current stage / phase of training

- workplace assessments already completed within current stage / phase of training
- performance to date within current stage / phase of training
- sufficient period of time to complete a valid assessment
- return to work plans (if known).

The approved Training and Assessment Plan will include:

- dates the plan will apply
- dates all assessments are to be completed by
- assessments, including the timing of ITAs which may need to be manually generated
- the date the plan ends and the resumption of standard training recommences
- actions required by the trainee's DEMENT.

All other FACEM Training Program Regulations will apply during any period of the Training and Assessment Plan.

Trainees who do not fulfil the requirements of the Training and Assessment Plan will not be able to have the period certified or credited towards their training.

4.2 Return to work after parental leave

In order to facilitate and support a return to work and training after a period of parental leave, trainees may take a period of Interruption to Training to a maximum three (3) FTE months. During this period, trainees may return to work in an accredited training placement at greater than 0.5 FTE without being required to complete assessment requirements. This period may also assist trainees to resume their training on medical term dates.

Trainees must prospectively notify the College to have this recorded as a return to work period. Supporting evidence of the arrangement, such as a letter from the DEMENT, must be supplied.

- A separate notification of return to work must be submitted via the Interruption to Training form with supporting documentation of an agreed return work plan from the DEMENT.
- No assessments are required to be completed for the period of return to work.
- Training time or workplace assessments completed during a period of return to work will not contribute to core training requirements.
- The return to work period will be recorded as an Interruption to Training on a trainee's record and contribute to the maximum time allowed of three (3) years.

Conditions for return to work

A return to work period is approved when all of the following conditions are met:

- a trainee is working at an accredited site at 0.5 FTE or greater;
- the period immediately follows a period of parental leave where a trainee was not working, and an interruption of training was entered for this period;
- a trainee working at an accredited site at 0.5 FTE or greater has prospectively notified the College of their return to work plan no later than four (4) weeks prior to the end of the parental leave; and
- supporting documentation is received from the DEMA confirming the trainee's return to work plans including the proposed date the trainee will resume training.

5. Examples of Taking Parental Leave

Example 1. Taking leave prior to a period of parental leave.

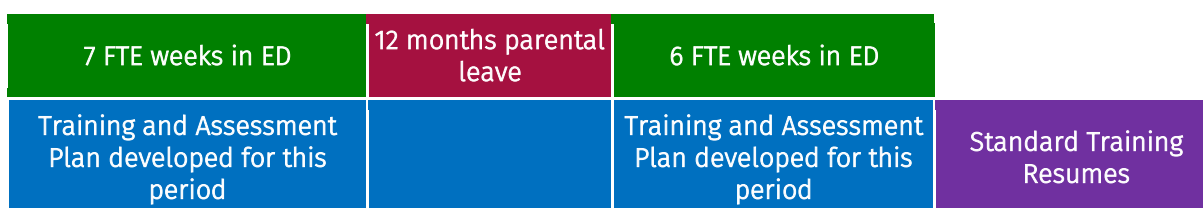
A trainee has completed eight (8) weeks of a 13-week term and then needs to take parental leave. The trainee may be able to take the last five (5) weeks as leave then commence their Parental Leave. This ensures the term meets duration requirements and the ITA period can be certified and contribute to core training requirements. Time accrued in this case would be the full ITA period.

This option assumes that the trainee was working full time.



Example 2. Taking parental leave when the pre and/or post period does not meet minimum term duration. Thereby requiring a variation to the Minimum Term Duration regulation for purposes of parental leave

This option provides the opportunity for a trainee to have their training time and assessments certified despite the time, pre and post parental leave, not meeting the required minimum term duration.

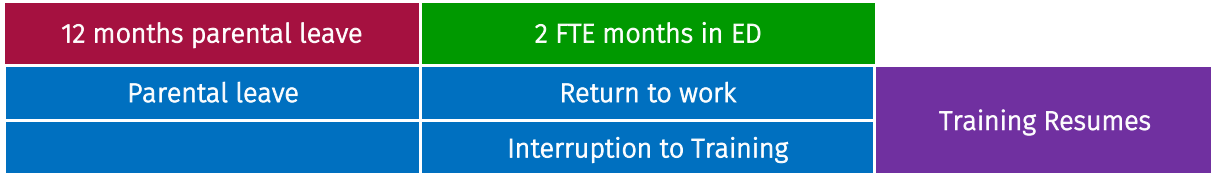


What you need to do:

1. Notify the ACEM Training Team of the period of parental leave via the Interruption to Training form and provide supporting documentation of confinement notice.
2. Notify the ACEM Training Team of the variation to minimum term duration regulation for reasons of parental leave period via email to the Trainee Support Team (trainee.support@acem.org.au) outlining start and end dates of parental leave and return to work plans (if known) at least 3 months prior to the commencement of the parental leave period.

Example 3. Returning to work following a period of parental leave

This period allows a trainee to return to an accredited training placement, should they choose, without being required to complete assessments or have that period contributing towards certified training, and to resume training and complete training requirements after the period of return to work. The period in question is considered an interruption to training, but allows a trainee a period of time to feel supported in their return to work.



What you need to do:

1. Notify ACEM Training Team of the period of parental leave via the Parental Leave form and provide supporting documentation of confinement notice.
2. Notify the ACEM Training Team of the return to work period via the Interruption to Training form and provide supporting documentation of return to work plans at least 4 weeks prior to the end of the parental leave period.

6. Associated Documents

Regulation G - FACEM Training Program (Trainees Commencing from 2022 Training Year)



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