



PARENTAL LEAVE POLICY

1. PURPOSE

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 AND RELEVANT REGULATIONS

Interruption to Training (Regulation B2.1.5)

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

- is taken out of the workforce as extended leave (whether parental leave, 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.

Leave within training (Regulation B2.1.4)

Any leave taken during a training period within a placement; the maximum amount of leave that may be taken in a placement is prescribed in Regulation B.

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 B2.4.2)

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 2 months FTE (in Provisional Training) or 3 months FTE (in Advanced Training) 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 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 two (2) years throughout the course of the FACEM Training Program, this includes periods of parental leave (refer Regulation B2.1.5.1(a)).

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

Where a notification for parental leave results in a trainee exceeding the maximum period of two (2) years, their FACEM Training Program due date and training phase due date will be extended by the period of parental leave above the permitted two (2) years.

4. IMPACT ON TRAINEE RECORD

The impact of parental leave on a trainee's record where any previous periods of Interruption to Training have been taken are outlined in the table below. Training Due Dates refers to both current phase of training and overall training due date.

| Parental Leave Notification | Prior period of Interruption | Interruption Approval | Impact on Training Due Dates |
|--------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trainee notifies ACEM Training Team of parental leave to be taken that will result in less than 24 months Interruption to Training allowance | Less than 24 months | Yes | No extension to Training Due Dates as the maximum Interruption to Training allowance is not exhausted. |
| Trainee notifies ACEM Training Team of parental leave to be taken that will result in exceeding the 24 months Interruption to Training allowance | Less than 24 months | Yes | Extension to Training Due Dates by the period of parental leave that exceeds 24 months Interruption to Training allowance. |
| Trainee notifies ACEM Training Team of parental leave to be taken, when Interruption to Training allowance has already been reached | 24 months interruption to training allowance reached | Yes | Extension to Training Due Dates by the period of additional parental leave requested. |
| Non-Parental Leave Interruption to Training | | | |
| Trainee applies for Interruption to Training that is not parental leave | 24 months Interruption to Training allowance reached that does not include a parental leave period | No | Extension to Interruption to Training allowance requires an application via Exceptional Circumstances and Special Consideration Policy. |
| Trainee applies for Interruption to Training that is not parental leave | 24 months Interruption to Training allowance reached that includes a parental leave period | Yes; only for the period of interruption already taken as parental leave | Extension to Training due dates by the months of parental leave previously taken. Extension to Training Due Dates or Interruption beyond this period requires an Application via Exceptional Circumstances and Special Consideration Policy. |

5. 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.

5.1 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.

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 Advocate / 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
- leave entitlements available
- 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.

5.2 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 two (2) 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 DEMENT confirming the trainee’s return to work plans including the proposed date the trainee will resume training.

6. EXAMPLES OF TAKING PARENTAL LEAVE

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

An Advanced 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 Interruption to Training. 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 leave entitlement for that training year has not been exceeded and that the trainee was working full time.



Example 2. Taking parental leave when the pre and/or post period does not meet 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 Advocate (Trainee.Advocate@acem.org.au) outlining start and end dates of parental leave and return to work plans (if known) at least 2 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 Interruption to Training 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.

7. ASSOCIATED DOCUMENTS

- Regulation B - FACEM Training Program

8. DOCUMENT REVIEW

Timeframe for review: every two (2) years, or earlier if required.

8.1 Responsibilities

Document authorisation: Council of Education
 Document implementation: Executive Director of Education and Training
 Document maintenance: Training Manager

8.2 Revision History

| Version | Date of Version | Pages revised / Brief Explanation of Revision |
|---------|-----------------|-----------------------------------------------|
| v1 | Oct-2018 | Approved by COE |