

Parental Leave and Extended Leave Fee Reduction

Purpose and Scope

The purpose of this policy is to ensure a consistent approach to the consideration and granting of requests made by College Fellows, Associates (Procedural) and Certificants for reduced annual subscription fees, for requests made on the grounds of Parental Leave or Extended Leave. Requests for reduction on the basis reasons other than Parental Leave or Extended Leave should be considered against the *Reduction in Subscription Fees Policy and Procedure*.

1. Policy and Procedure

1.1 Parental Leave

Members who wish to apply for a reduction due to parental leave, must complete the [Parental and Extended Leave Reduced Subscription Application](#) and submit along with any supporting documentation e.g., Letter from treating medical practitioner (including, if possible, the intended date of return-to-work) to membership@ranzco.edu.au. The fee reduction will apply for the full duration of the leave, subject to an annual declaration from the member regarding their circumstances.

Retrospective applications must be made within 12 months of the birth of the child.

The rate payable will be a percentage of the full subscription rate applicable (Fellows, Associates (Procedural) and Certificants) as identified in the table below:

Period of leave	Subscription Rate Payable
Less than 3 months	Full amount is payable
Between 3 months to 6 months	75% of the subscription rate
6 months to 12 months	50% of the subscription rate

Members applying for parental leave must not be under any form of employment. A maximum of 12 months of parental leave will be available per application, and the above table applies to the first 12 months of leave. For subsequent years of leave, a flat subscription rate of 50% will apply. A new application and declaration will need to be made for each subsequent year, capped at a maximum of three years in total.

1.2 Extended leave

Members who wish to apply for a reduction due to extended leave must complete the [Parental and Extended Leave Reduced Subscription Application](#) and submit along with any supporting documentation e.g., Letter from treating medical practitioner (detailing the expected period of time that the individual is unable to work) to membership@ranzco.edu.au. Members can apply for extended leave on the grounds of ill-health or adverse

personal circumstances. The fee reduction will apply for the full duration of the leave, subject to an annual declaration from the member regarding their circumstances.

The minimum duration of ill-health that will be considered is three (3) months. Retrospective applications can be made on grounds of ill-health. Members will need to provide supporting documentation as evidence to supplement their application.

The rate payable will be a percentage of the full subscription rate applicable (Fellows, Associates (Procedural) and Certificants) as identified in the table below:

Period of leave	Subscription Rate Payable
Less than 3 months	Full amount is payable
Between 3 months to 6 months	75% of the subscription rate
6 months to 12 months	50% of the subscription rate

Members applying for extended leave must not be under any form of employment. A maximum of 12 months of extended leave will be available per application, and the above table applies to the first 12 months of leave. For subsequent years of leave, a flat subscription rate of 50% will apply. A new application and declaration will need to be made for each subsequent year, capped at a maximum of three years in total.

2. Related RANZCOG Documents

- Parental and Extended Leave Reduction Subscription Application Form
- Reduction in Subscription Fees Policy and Procedure
- RANZCOG Constitution
- RANZCOG Regulations

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	September 2021	Policy revised to separate Reduction in Subscription Fees Policy and Procedure. Approved as a new policy
v2	January 2024	Policy revised to reflect change in nomenclature

Policy Version:	Version 2
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