

Training Program Leave Policy

Purpose and Scope

This policy outlines the Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) policy and procedures for trainees who apply for leave during their training. This policy applies to trainees on the pathway to Fellowship, or certification in a Subspecialty of Obstetrics and Gynaecology.

This policy covers the FRANZCOG and the Subspecialties training programs.

1. Membership/Fellowship Training

1.1. Leave from Training

Trainees are permitted up to two (2) weeks of leave per year for the purposes of studying for the FRANZCOG examinations or for recognised professional development. This study/professional development leave is recognised as part of active clinical service. This study/professional development leave must be approved and must meet the following criteria:

- a) In the case of leave taken for the purposes of professional development (including attendance at a FRANZCOG examination revision course run by the College), a copy of the certificate of attendance or receipt for the relevant course/workshop must be submitted on the online training platform; and
- b) In the case of leave taken for the purposes of studying for the FRANZCOG examinations, the leave must be taken within three (3) months prior to the date of the relevant examination (except where the leave is for the purposes of attendance at a FRANZCOG examination revision course run by the College).

1.2. Suspended trainees

Trainees who are suspended or stood down by an employing authority while under review may request leave, whether annual or Extended Leave of Absence, from the FRANZCOG Training Program for the duration of their suspension, subject to the usual maximum leave periods permitted by College regulations. Any such request must be submitted at the time of notifying the College that they have been suspended or stood down.

1.3. Extended Leave

Trainees may interrupt their training to take extended leave from the training program for a maximum of 156 weeks in total. Application for extended leave can only be approved for fifty-two (52) weeks' at any one time. The maximum allowable period of extended leave taken from the training program consecutively is 104 weeks (two years). A minimum period of 10 weeks satisfactorily assessed training (FTE) is required prior to taking any further extended leave. Unless the trainee has prospectively approved research leave, prospective approval for extended leave is required when:

- a) Less than ten (10) weeks FTE training will be credited in a six-month training block
- b) the trainee does not (or will not) occupy a prospectively approved training position for any duration, not covered above, at any time during the training period.

Trainees who have not obtained prospective approval of training or who have not taken prospectively approved research leave must obtain prospective approval to be on extended leave from the program for the relevant six-month block(s).

Extended Leave must be prospectively approved on the online training platform by the Chair of the relevant State and Territory or New Zealand Training Accreditation Committee.

Trainees who exceed the permitted maximum of 156 weeks of Extended Leave from the program without authorisation from the relevant State and Territory or New Zealand Training Committee Chair will be considered for removal from the training program (see Regulation A4).

2. Subspecialty Training

2.1. Leave from Training

Trainees are permitted up to two (2) weeks of leave per year for the purposes of studying for the relevant subspecialty examinations or for recognised professional development. This study/professional development leave is recognised as part of active clinical service. This study/professional development leave must meet the following criteria:

- a) In the case of leave taken for the purposes of professional development, a copy of the certificate of attendance or receipt for the relevant course/workshop must be submitted with the trainee's next Six-monthly Summative Assessment that is completed after the leave is taken; and
- b) In the case of leave taken for the purposes of studying for the relevant subspecialty examinations, the leave must be taken within three (3) months prior to the date of the relevant examination.

In the event of disputes about leave entitlements or if a trainee wishes to apply for special consideration on the grounds of exceptional circumstances, the matter should be referred to the Chair of the relevant Subspecialty Committee. Further review of such decisions, if required, will be conducted by the Chair of the College Subspecialties Committee, who may consult the relevant subspecialty Chair if additional advice is needed.

2.2. Extended Leave

Trainees may interrupt their training to take extended leave from the training program for a maximum of 104 weeks in total. Application for extended leave can only be approved for fifty-two (52) weeks' at any one time. Extended leave is defined as any leave that is taken (for whatever reason(s)) in excess of standard annual or other regular leave entitlements available through the trainee's employment arrangements, and includes parental leave taken while on the training program.

All Extended Leave must be prospectively approved in writing by the Chair of the relevant Subspecialty Committee. For the purposes of this policy, approved extended leave (maximum 104 weeks in total) will not be included in the aggregate of all time requirements in the Subspecialty Training Program.

Trainees who exceed the permitted maximum of 104 weeks of Extended Leave from the program without authorisation from the relevant Subspecialty Committee Chair will be considered for removal from the training program (see Regulation A4).

3. Reconsideration, Review and Appeal of College decisions

Following notification of the outcome made pursuant to this policy, applicants may request a Reconsideration of a decision under the College's established Reconsideration, Review and Appeals Procedures, which may be accessed via the College website.

4. Related RANZCOG documents

- RANZCOG Regulations
- Exceptional Circumstances and Special Consideration Policy and Procedure
- Reconsideration, Review and Appeal Decisions Policy

Version	Date of Version	Pages revised / Brief Explanation of Revision
Version 1	November 2022	Extract from regulation

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