

Maximum leave Allowance per Run for College Trainees – explanation & local process

This keeps arising, and I recently attended a Directors of Training meeting where the rules were clarified. Apparently I've been interpreting the Regulations too loosely, the other DoTs say!

As of now, these are the rules about how much leave registrars in training can take in a run and still call it a "completed 6 month run".

First, note that you have **various types of leave entitlements**.

- 1) your employment contract sets a generous maximum.
- 2) but you might not be able to take all of that if your service can't release you when you want leave - so you often accrue leave entitlements.
- 3) the College sets a maximum in terms of how much you can take and still have had enough actual training time in a run. This is separate from the other two, but it affects whether a run can be fully accredited, or will end up "short".

The College rule is that you can take up to 4 weeks leave without getting permission from me as DoT. That's 4 working weeks, i.e. 20 weekdays.

Above 4 weeks, you have to apply for permission to me, and our Training Coordination Executive Subcommittee will decide it.

The ABSOLUTE upper limit is 6 weeks - 30 weekdays. But that last 10 days is to cover unplanned, emergency leaves like sickness or compassionate leave, happening on top of already-planned leave.

All this is pro-rata for part-timers.

The point of the college rules is that you need actually to be at your workplace and receiving training there for sufficient time in each run, to be able to count the full training experience.

This matters for a) mandatory runs like CL and CAP, b) accumulating sufficient time to graduate to Stage 2 or Stage 3, or c) accumulating sufficient time to get Fellowship or an AT Certificate.

Common misconceptions:

- If you end up taking too much leave - more than the College maximum - you don't "fail" the run. You just can't count it all - you only get to count the time that you were actually present, minus all leaves of any type. If you take 6 weeks leave, you get to call it a completed run. If you take 8 weeks leave, you get to count 4 months of the run. There's the breaks.
- only leave (of any sort - annual, sickness, conference/study, bereavement, etc.) counts in this. Night duties, contractual days off after nights, and time-in-lieu days do NOT count in these rules.
- leave taken across your regular teaching day definitely counts in these rules.

What's the process to arrange a longer leave?

- 1) Add it all up and if it's = or <20 weekdays, just do the normal application and approval process with your DHB and team. (If you're asking for a lot, or if you're needing a lot of sick days, keep a tally. I am asking your supervisors also to keep a tally, especially of intermittent sick days, as these can be hard to keep track of.)
- 2) If you take the full 4 weeks of leave, be aware that you are running the risk of a leave blow-out if you then unexpectedly need a lot of unplanned leave.
- 3) If you add it up and you want to take >20 weekdays of leave in the run, email me to request this, and send with your email a letter with enough detail to explain & justify what the "exceptional circumstances" (college wording from the Regulations) are that require you to plan more than 4 weeks of leave. Include a list of your leave dates and any relevant support letters like medical letters.
- 4) Our Training Coordination Executive Subcommittee (me and the 4 Training Facilitators) will consider your request and make a decision, and I'll notify you.

What if you exceed the maximum allowed?

If you take up to 4 weeks of planned leave and then need a lot of unplanned/emergency leave so the total is more than 30 working days in all, let me know and we'll figure out how much of the run you can count, and what that means for your training.

If it's extremely close, the Training Coordination Executive Subcommittee might make a case-by-case decision.

If you're not happy about any local Training Committee decisions we make about this, you can apply for a special case-by-case decision from the Committee for Training.

Note that this also applies to Fellows doing AT Certificate programmes, where 2 years of time needs to be accrued - i.e. all 6 AT Certificates other than the Psychotherapy stream. Fellows should apply to their DOATs for this, if needed.

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