



Leave of Absence Policy

Applying for Leave of Absence from the Register

This policy applies for applications for leave of absence made on or after 1 November 2013.

PACFA Registrants may apply for temporary leave of absence from the Register. Leave may be taken for a maximum of two years. After this time, a request to extend the leave of absence must be made in writing to the Chair of the Register Committee.

To apply, please log on to the [Counselling and Psychotherapy Portal](#) and complete the on-line application form. If you are not able to complete the Leave of Absence form and pay on line, please contact the PACFA Office admin@pacf.org.au to request a paper form.

There is an Application fee of \$55 inc. GST. The fee covers administration costs for applying to go on leave and reactivating your registration when you return from leave.

Leave of absence will only be granted where a valid reason is provided, such as going on parental leave, extended travel, serious illness, or other unexpected interruption to your practice.

While on leave, the Registrant is not required to meet the Register renewal requirements. However, you are expected to have undertaken the required supervision and professional development for the part of the year before you commenced leave or, alternatively, to complete these requirements prior to the first renewal after you return from leave.

The Registrant's name will still appear on the Register but their contact details will not display and their registration status will be listed as "on leave".

Returning from Leave

To return from leave, please advise the PACFA Office by email or letter that you wish to return from leave, specifying your return date.

You will need to provide evidence of the following:

1. Current Indemnity insurance
2. Current Member Association membership
3. Confirmation from your supervisor that you have a contract in place for supervision when you return to practice.

Once we receive these documents your status on the register will be re-activated.

Subsequent registration renewal

At the next renewal period after you return from leave, you will be required to provide evidence that you have met the supervision and professional development for renewal purposes.

This could be made up as follows:

1. Evidence that you met the requirements in full in the 12 month period immediately prior to renewal; or
2. Evidence that you partly completed the renewal requirements prior to going on leave, and that you have completed the balance of the renewal requirements since returning from leave. For example, if you went on leave 6 months into the renewal period, approximately half the required supervision and professional development should have been completed prior to going on leave and the other half since returning from leave.
3. If your period of leave is only part of a year, or between one and two years in length, your PD and supervision requirements for renewal purposes will be a pro rata amount. For example, if you went on leave in 1 September and returned from leave on 31 March the following year, you would only be required to complete 6 months of PD and supervision.
4. In exceptional circumstances (e.g. natural disaster or serious illness), PACFA will consider accepting a lower amount of supervision and professional development in the renewal period following your return from leave.