Leave of Absence Policy

PACFA Registrants may apply for temporary leave of absence from the Register. Leave may be taken for a period of up to two years. After this time, a request to extend the leave of absence must be made in writing to the PACFA Office, stating the reason for requesting an extension to the leave period. Extensions for a further period of two years are allowed in exceptional circumstances.

Applying for Leave of Absence from the Register

To apply, please log on to the Counselling and Psychotherapy Portal and complete the on-line application form. There is an application fee of $55 inclusive of GST. The fee covers administration costs for processing your leave application and reactivating your registration when you return from leave.

Leave of absence will only be granted where a valid reason is provided, these include:

- parental leave
- caring responsibilities
- extended travel
- serious illness or bereavement
- redundancy or unemployment

Registrants must meet the renewal requirements for the part of the year that they were practicing but they are not expected to meet these requirements while on leave. For example, if you are on leave for 6 months of the renewal year, you are only required to meet 50% of the renewal requirements.

A Registrant’s name will still appear on the Register but contact details will not be displayed and 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 (if applicable)

For individual PACFA members, you can choose the PACFA Master Insurance Policy for your insurance when you return from leave. Please click on the insurance link to apply.

Once we receive these documents your registration status on the register will be updated to “Active”. Individual PACFA members will be advised of the membership fee payable.

At the next renewal period after you return from leave, you will be required to declare that you have completed the required supervision and professional development if you were only on leave for part of the renewal year. Evidence of completion should be kept in your Professional Portfolio for future audit.

Insurance Cover while on leave

Members are advised that you should notify your insurer that you require “run off” cover while you are on leave. Your run off cover will be in place until you return from leave. If you are insured under PACFA’s Master Insurance Policy, please contact Insurance House in this regard. When returning from leave, a new insurance policy is required.