



Psychotherapy & Counselling
Federation of Australia

Leave of Absence Policy

Applying for Leave of Absence from the Register

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 PACFA Office.

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

Once we receive these documents your registration status on the register will be updated to "Active".

For Members and Registrants whose are on leave but who do not meet the requirements of the [PACFA Training Standards 2018](#), it may be possible to return to PACFA membership or registration after a period of leave via the grandfathering scheme. Grandfathering allows for recognition under the previous Training Standards in limited circumstances.

If your training does not meet the requirements of the PACFA Training Standards 2018, please review the [Grandfathering page at the website](#) to see if you are eligible for grandfathering. The deadline to return from leave via grandfathering is 31 December 2023 when the grandfathering option expires.

PACFA Master Insurance

Please note if you have taken up the option of PACFA Master Insurance, for individual members, you will need to notify Insurance House 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 choose to cancel or suspend your membership your insurance will be no longer be valid and you will need to take up alternative insurance.