



COLLEGE OF INTENSIVE CARE MEDICINE OF AUSTRALIA AND NEW ZEALAND

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PARENTAL LEAVE POLICY

PURPOSE

This policy outlines the College of Intensive Care Medicine's (the College's) process for granting parental leave to trainees. It outlines the principles, the application process and the impact of this leave on the trainee's program. It is intended that this policy will help trainees make an informed decision when balancing their training needs and the needs of their family.

INTRODUCTION

The College is committed to supporting trainees to balance their medical career with family planning. This parental leave policy provides trainees with flexibility in their training program and promotes access to parental leave for any parent to ease the pressures of raising a child/children.

This policy is to be read in line with the individual trainee's employment leave policies.

SCOPE

This policy applies to all trainees, including adopting parents, parents in same or opposite-sex relationships, and single parents, who have a need with the arrival of a new child. It includes requests for leave for adoption, surrogacy, and in vitro fertilisation.

The leave provisions in the policy are limited to the scope of this policy and standard leave entitlements. Any leave taken for other forms of interrupted training is provided for separately under the relevant Regulations.

PRINCIPLES

The guiding principles of the Parental Leave policy and processes are:

- Flexible training arrangement. The College recognises that parental leave is different from other interruptions to training in that it is often unpredictable and cannot be indefinitely deferred or rescheduled to coincide with training terms.
- The College recognises that a flexible parental leave policy enables an inclusive training program that promotes sustainable work-life balance for trainees seeking to start a family.
- Equity, fairness and non-discrimination – equal parental leave is available for all trainee parents, regardless of their gender or gender identity.
- Clarity, transparency, and consistency – clear guidance to enable trainees to plan and make arrangements for parenthood to ensure minimal impact to continuity of



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learning in the training program.

1. PARENTAL LEAVE DURATION

Trainees may apply for parental leave as many times as they wish and for as long as they wish at any stage of training. Parental leave is excluded from the maximum training time limit; however, all training requirements must be completed as set out in the Regulations.

Each application for parental leave covers a maximum of 52 weeks. A trainee must submit a new application at the end of the approved 52 weeks if they wish to extend the parental leave arrangement.

2. VARIATIONS TO MINIMUM TERM DURATIONS

Training terms interrupted by parental leave are exempted from minimum term durations. The College will accept pro rata accreditation of terms before and after parental leave, including core terms and the Transition Year (usually six months and 12 months respectively).

For example, a trainee working for 7 weeks in an ICU accredited for core training prior to taking parental leave, will have this training time accredited towards the overall training time requirement, despite there being a minimum duration for core training of 6 months outside of parental leave.

In the case of interruption to training due to parental leave, the trainee will be exempt from the requirement to return to the same unit for completion of their term. This also includes core terms and the Transition Year.

Trainees taking parental leave are also able to use their outstanding standard leave entitlements to complete an accredited term. This would depend upon having sufficient leave available and approval from their workplace

For example, a trainee has completed 11 months of a 12-month core training term and then requires to take parental leave. The trainee may take the last 4 weeks as leave and then start their parental leave. This will enable the 12-month term to be accredited for core training.

The College aims to support trainees returning to work after a period of interrupted training and can assist with the development of an individualised Return to Work plan for trainees taking more than 12 months of leave, or if requested in other circumstances (see Txx Return to Work Plan after Extended Leave).

3. APPLICATION PROCESS

Applications for parental leave must be submitted prospectively in writing to the College Training Department, ideally 30 days before the commencement of the period of leave.

The application should include:



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- The proposed start of the parental leave period
- The planned length of absence (acknowledging that this may change)
- The training unit they intend to return to (acknowledging that this may change).
- An AVT form for the term they intend to return to (optional)

Trainees are encouraged to plan as much as possible for interruptions of training due to parental leave. However, the College acknowledges that pregnancy and delivery can be unpredictable. In the case of a trainee requiring parental leave at short notice, the trainee should notify the College at their earliest convenience.

The College will usually approve parental leave applications within two weeks of submission.

4. DURING PARENTAL LEAVE

The College is committed to supporting trainees during parental leave, even though they won't be in an active rotation. As a member of the College, the trainee will continue to have access to CICM e-news and online education sessions, CCR, and the ANZCA library. These resources will be available despite no requirement to pay College fees during periods of approved parental leave. The College is supportive of any ongoing learning while on parental leave. Trainees may wish to access relevant CPD or refresher courses while on leave, as well as "Keeping in Touch" days organised by their workplaces.

5. RETURNING TO WORK

Before returning to work, the trainee must inform the College of any changes from the details that were submitted with their application. They should also submit an AVT form for the term to which they will return (if not already submitted) - both with at least 30 days' notice.

Trainees who take more than 12 months of parental leave are required to complete a Return-to-Work Plan prior to recommencing work.

References and related documents

- AMA Position Statement 2020: Medical parents and prevocational and vocational training.
- United Nations 2015: Guiding principles and Proposals on inclusive parental leave policy.

Acknowledgments

- ANZICS Women in Intensive Care Network (WIN-ANZICS)
- CICM Training Department

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Revision History

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Publishing Statement

Published by CICM: November 2021. This statement has been prepared with regard to general circumstances, and it is the responsibility of the practitioner to have regard to the particular circumstances of each case, and the application of this document in each case. Position statements are reviewed from time to time, and it is the responsibility of the practitioner to ensure the current version has been obtained. Professional Documents have been prepared according to the information available at the time of their publication, and the practitioner should therefore have regard to any information, research or material which may have been published or become available subsequently. Whilst the College endeavours to ensure that documents are as current as possible at the time of their preparation, it takes no responsibility for matters arising from changed circumstances or information or material which may have become available subsequently.

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