

Policy on Research and Study Leave ("RSL") and Continuing Medical Education ("CME") for Medical Academics

Purpose

To provide choices for medical academics regarding professional and academic development that suit the stage in their academic and clinical careers.

Audience

Academic staff who are employed under the terms and conditions of the Medical Academic Collective Agreement (MACA); or an individual agreement based on the terms and conditions of the MACA.

Policy

- (1) The employee may apply for:
 - (i) Continuing Medical Education (CME) only in accordance with this policy (see Option A) OR
 - (ii) A combination of Continuing Medical Education (CME) and Research and Study Leave (RSL) in accordance with this policy (see Option B); OR
 - (iii) Research and Study Leave (RSL) in accordance with the University's Research and Study policy (see Option C).
- (2) General conditions for Research & Study Leave and Continuing Medical Education:
 - (i) All newly appointed staff will indicate their preferred option upon appointment. Provisions to change options during employment are provided at the end of this policy.
 - (ii) All applications for Research & Study Leave and Continuing Medical Education are subject to approval from the Dean prior to leave commencing.
 - (iii) Expenses associated with Continuing Medical Education which have been agreed in advance, shall be reimbursed on production of receipts in accordance with this policy (see Option A).

OPTION A – CONTINUING MEDICAL EDUCATION (CME) ONLY:

1. The employee shall submit any request for planned CME to the employer as far in advance as practicable.
2. The employer shall reimburse an employee (whether full or part-time) for actual and reasonable expenses incurred in undertaking continuing and relevant medical education activities up to the maximum approved level of \$16,000, in accordance with this policy
3. Reimbursements will not be made unless prior approval of the leave has been obtained from the dean, through the academic using the appropriate form. Such approval will not be given in the absence of confirmation of appropriate clinical cover.
4. Claims for reimbursement must be made on the appropriate form. All claims must be accompanied by original receipts.
Note: Airline tickets and credit card statements are not deemed to be "receipts".
5. All claims for reimbursement must be actual and reasonable, and directly related to the purpose of the authorised leave.

6. Claims will only be accepted for economy class travel against an invoice/receipt and in accordance with the University's Travel policy.
7. Any unexpended allocation of Continuing Medical Education expenses may not be carried over from one Financial Year to the next.
8. Under Option A there is no provision for RSL.

OPTION B – COMBINED CONTINUING MEDICAL EDUCATION (CME) AND RESEARCH AND STUDY LEAVE (RSL):

This option allows for staff covered by the Medical Academic Collective Agreement to access both CME and RSL but on a pro-rated basis related to academic and clinical tenths. Under this option, CME is pro-rated by way of clinical FTE against the maximum reimbursement of \$16,000 per annum; while RSL is pro-rated against time awarded (so one semester for short leave would be pro-rated). All other aspects of the RSL policy apply. By way of example:

1. Employee W has a 0.5/0.5 academic/clinical FTE split.
 - (a) W can be reimbursed up to \$8,000 annually CME; and
 - (b) W can either apply for half a semester of RSL after completing 6 semesters' continuous service (short leave), or W can apply for one semester of RSL after completing 12 semesters' continuous service (long leave); or
 - (c) W can apply for some periods of condensed leave (for example, but not necessarily restricted to, one month per year) instead of applying for all of the short leave or long leave at once. *Note: periods of condensed leave are taken from the remaining entitlement to short or long leave.*
2. Employee X has a 0.3/0.7 academic/clinical FTE split.
 - (a) X can be reimbursed up to \$11,200 annually for CME; and
 - (b) X can either apply for 0.3 semester (about 1.8 months) of RSL after completing 6 semesters' continuous service (short leave), or X can wait and apply for 0.6 semester (about 3.6 months) of RSL after completing 12 semesters' continuous service (long leave); or

X can apply for some periods of condensed leave instead of applying for all of short leave or long leave at once.
3. Employee Y has a 0.8/0.2 academic/clinical FTE split.
 - (a) Y can be reimbursed up to \$3,200 annually for CME; and
 - (b) Y can either apply for 0.8 semester (about 4.8 months) of RSL after completing 6 semesters' continuous service (short leave), or Y can wait and apply for 1.6 semesters (about 9.6 months) of RSL after completing 12 semesters' continuous service (long leave); or
 - (c) Y can apply for some periods of condensed leave instead of applying for all of short leave or long leave at once.

4. Employee Z is part-time (0.7) and has a 0.4/0.3 split
 - (a) Z can be reimbursed up to \$4,800 annually for CME; and
 - (b) Z can either apply for 0.4 semester (about 2.4 months) of RSL after completing 6 semesters' continuous service (short leave), or Y can wait and apply for 1.8 semesters (about 10 months) of RSL after completing 12 semesters' continuous service (long leave); or
 - (c) Z can apply for some periods of condensed leave instead of applying for all of short leave or long leave at once.

OPTION C – RESEARCH AND STUDY LEAVE (RSL) ONLY:

If choosing this option, all the provisions of the Research and Study Leave policy apply. Under Option C there is no provision for CME.

Changing Options

The employee may apply to change from one option to another at any time by completing the appropriate faculty form. Any changes will take effect, in most instances, from the beginning of the next calendar/financial year.

The employee should give careful consideration before changing options, as eligibility criteria for RSL may be affected.

An employee wishing to change from the combined option (Option B) to the CME only option (Option A) will lose any right to accrue RSL eligibility; as well as any time already accrued. An employee who has accrued almost enough time to apply for RSL may consider may wish to wait until the RSL is taken before changing.

By way of example:

D has accrued enough time to take 12 weeks of RSL in Semester Two 2020. Should D change to Option A at any time prior to the beginning of 2021 the accrued time and the opportunity to take RSL would be lost.

E will take a period of RSL in Semester One of 2019 and wishes to change to Option A. E can do so from Semester One of 2020 and still has access to any unspent CME in Semester Two of 2019

F has accrued enough time to take 12 weeks of RSL in Semester Two of 2020 and would like to change to full RSL. If F had not used any CME in 2018 and was willing to forego any for 2019 and 2020 F could transfer to full RSL and backdate the accrual of time. If F had used CME in 2018 and wanted to use it in 2019 F would be better to wait and transfer after the RSL was taken.

G has chosen Option A but has decided that in order to better promotion chances it would be good to change to the combined version. If G has not claimed any reimbursement beyond what they would be entitled to under the combined version then they may change immediately. If G has made claims in excess of that, then G would need to wait until the next calendar/financial year for the change to take effect.

H has completed RSL and wants to change to Option A. This would take effect from the beginning of the next calendar/financial year.