

# Leave of Absence Application Form

## IMPORTANT:

This form must be submitted to your training coordinator, Royal College of Physicians of Ireland, before taking any Leave of Absence from the training programme.

All applications must be made prospectively. Sufficient time must be allowed for enquiries to be made if credit is to be awarded towards completion of Higher Specialist Training (HST).

## Trainee Details

Trainee name	
RCPI number	
Current Year of Programme	
Year on programme at time of Leave	
Date proposed for Leave to commence	
Date proposed for Leave to finish	

## Details of the type of Leave

Type of Leave	<input type="checkbox"/> Maternity Leave <input type="checkbox"/> Paternity Leave <input type="checkbox"/> Parental Leave <input type="checkbox"/> Exceptional <input type="checkbox"/> Other _____
Duration	
Date LOA form submitted to RCPI	
LOA form submitted by	<input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Assessment <input type="checkbox"/> Other _____
Have you discussed the reasons for Exceptional Leave the NSDs? (Exceptional leave cannot be granted unless approved by the NSDs)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you intend to complete Taught Programme/Mandatory Courses while on LOA?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Note completion of Taught Programme/Mandatory Courses will be required upon return to programme

## Rules of Leave of Absence

- ☐ Any changes to the above proposals must be notified to the NSDs prospectively. Changes requested retrospectively will not be approved.
- ☐ During your time on Leave of Absence you must complete your Training intentions survey
- ☐ Please continue to attend any outstanding mandatory HST courses during your LOA if possible.
- ☐ If you go on a leave of absence while on OCPE you need to inform the NSDs.
- ☐ In the case of the Obstetrics and Gynaecology training programme the last six months of the scheme must be in a full-time clinical post on the training programme in Ireland.
- ☐ Leave of absence must only be taken in exceptional circumstances only i.e., sick leave. This leave must be applied for prospectively, approved by the NSDs and acknowledged by the RCPI. It cannot be applied for retrospectively, and alterations to CSCST dates will be made at the time of approval only.

### Signature:

I plan to take Leave of Absence as detailed, and I agree to the rules above.

Applicants Signature:

Date:

### For office use only:

#### Decision:

### National Specialty Director Approval:

Total Training Credits (in months) approved:

Signature:

Date: