

# Register Leave of Absence Policy

PACFA registrants may apply for a leave of absence from the PACFA Register. Leave may be taken for a period of up to 2 years. After this time, a new leave application is to be submitted.

While on leave, a registrant's name will still appear on the register, but contact details will not be displayed, and the registration status will be listed as 'On leave'.

## Applying for leave of absence from the register

To apply, log in to the PACFA Member Portal and complete the online application form.

There is an application fee of \$65 inclusive of GST. The fee covers the administration costs involved in 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, including:

- 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 during which they were practising, but are not expected to meet these requirements while on leave. For example, if a registrant were on leave for 6 months during the renewal year, they would only be required to meet 50% of the annual renewal requirements.

## Returning from leave

To return from leave, registrants are to advise the PACFA office by email that they wish to return from leave, specifying the return date.

You will need to provide evidence of the following:

1. Current professional indemnity insurance
2. Current Member Association membership (if applicable).

Once these documents have been received by the PACFA office, you will receive an email confirmation with instructions to pay your membership fee. After payment, your registration status on the register will be updated to 'Active'.

## Addressing your insurance cover

Registrants are advised to notify their insurer that they require 'run-off' cover while on leave. If a registrant is insured under PACFA's Master Insurance Policy, they must contact [insurance.com.au](https://www.insurance.com.au) (formerly known as Insurance House) in this regard.

A registrant's 'run-off' cover will be in place until they return from leave. When returning from leave, a registrant will need to recontact their insurer regarding the insurance cover required.

In the event that a registrant chooses to cancel their insurance while on leave, their policy will no longer be valid, and a new policy will be required on their return from leave.

## Review

This policy will be reviewed at least every 3 years.

Next review date: March 2026

This policy is effective from March 2023 and replaces the previously published policy, dated 2019.