

SICKNESS ABSENCE – GP SPECIALTY REGISTRAR

1. Notification of absence due to sickness must be made to the trainer as early as possible on the first day of sickness.
2. A self-certification form should be completed for any sickness lasting for seven days or less and should be submitted to the trainer. If the absence continues beyond seven days, a medical certificate should be obtained and posted to the practice as soon as possible.
3. The local programme director and postgraduate dean or relevant nominated deputy should be informed in writing when a registrar is absent from work through sickness for a period in excess of one week in any six month period.
4. Up to one week's sickness absence is normally allowed in a six-month post and two weeks in a twelve-month post. Any additional sickness absence must be made up in full, but not necessarily in the specialty or post where the absence occurred. The dean of postgraduate general practice education may exercise discretion in individual cases.

MATERNITY AND PATERNITY LEAVE – GP SPECIALTY REGISTRAR

The regulations and provisions around maternity and paternity leave are complex, change frequently and are beyond the scope of this guide. Trainers and registrars seeking guidance are advised to contact the British Medical Association who not only produces its own extremely helpful guidance notes but will also provide members with personalised advice tailored to their own needs and situation.

The policy is as follows:

The JCPTGP will allow time off from the training programme for maternity and paternity leave in the same amounts as is allowed for sick leave. That is one week in any six month post and six weeks over the three year period. However the total allowance for sick leave and maternity/paternity leave must not exceed this amount. Any sickness and/or maternity/paternity leave taken in excess of this must be made up in full.

As with sickness absence, where a period of paternity or maternity leave has shortened part of a planned training programme by a small amount, the GP director may exercise discretion and decide to endorse a VTR form attesting to the complete period of training. In exercising this discretion the GP director must be assured, after appropriate inquiry, that there has been no educational detriment to the programme resulting from the absence. Advice from the relevant clinical supervisor(s) should be sought in every case. The Joint Committee will also, on similar grounds, exercise discretion in cases where there is disagreement between an applicant for a certificate and the GP Director.

Useful sources of information

Department of Trade and Industry Parental Leave: a guide for employers and employees London: DTI, 2002.

British Medical Association Maternity leave (for NHS medical staff) London: BMA, 2002. (www.bma.org.uk)