

Northern Paediatric Training Network
Leave Guidelines & Request Form
FOR JOHN HUNTER HOSPITAL

For JHH staff only
If allocated out of JHH contact local roster manager

- * **All Leave** (including unrelieved leave) must be applied for in writing using the below form. Please return to tracey.carthew@hnehealth.nsw.gov.au – Fax: 02-4985-5605
- * There will be an updated leave roster on the notice board in the registrar office in Paediatrics. An e-copy is available on request.
- * You will receive written notice (via email) as to whether the leave applied for is available or not.
- * There will be no **annual leave** granted, in the first instance, during:
 - During the Evening/Nights/Off rotation
 - The first eight weeks of the Medical Year due to the RACP Written Exam
This period will be allocated for Study leave for current candidates.
 - July (RACP Clinical Exam)
 - Christmas and New Year
 - November (FRACP exam prep course in Auckland)
 - October (Aljesal)

ONCE study leave has been allocated to FRACP Candidates there may be leave available within these above times.

NICU JHH

If you are allocated to NICU at the time you wish to take leave, you **MUST** negotiate any leave with the Roster Manager in NICU. This leave will **NOT** be relieved by JHCH.

ED JHH

If you are allocated to ED at the time you wish to take leave, you **MUST** negotiate any leave with the Roster Manager in ED. This leave will **NOT** be relieved by JHCH.

Rotations out of JHCH

(e.g. Maitland, Lismore, Tamworth, Gosford/Wyong, Tweed Heads, Taree)

This leave will **NOT** be relieved by JHCH and should be negotiated with your Consultant and the roster manager at those sites.

NOTE: Whilst on secondment out of JHCH you are expected to take **two weeks leave ONLY**.

JHH pays for the leave but does not approve it. Get your roster manager to sign the leave form then send to me for payment.

PART-TIME

If you share a fulltime job with another registrar you will be required to take annual leave at the same time. This must be negotiated directly with your job share partner before your forms are completed and returned. This is to avoid extensive disruption to the annual leave and relief roster.

(Part-time staff allocated to NICU, ED & rotations out of JHCH should negotiate any leave with the Roster Manager at each site)

See the following page for the JHCH leave request form.....

Northern Paediatric Training Network
JOHN HUNTER CHILDRENS HOSPITAL LEAVE REQUEST FORM

Date: _____

John Hunter Senior Registrar / John Hunter Roster Manager
C/- tracey.carthew@hnehealth.nsw.gov.au

Fax: 02- 4985-5605

Type of Leave: Annual Leave
 Study Leave
 Other Leave _____

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My rotation is / will be: John Hunter Hospital -
 Gen Paeds / ENO / Onc / Endo / Resp Imm
 Neuro / Chronic Complex / Relief

I am requesting leave from: _____ / _____ / _____

To: _____ / _____ / _____

Returning to work on: _____ / _____ /

My email address for advice is: _____

I understand that until I receive notification, via the above email address, my leave is not approved.

Yours sincerely,

Your name here