



## Leave Policy for Members

### Objective

To support members at various stages in their lives and careers, SAS will consider applications for a leave of absence (LOA).

Leave may be appropriate where a member takes extended leave from active teaching or practice, for example due to maternity leave, sick leave, or sabbatical.

### Eligibility

All general and accredited members are eligible to apply for LOA.

#### General members:

During the period of leave, the member's membership status is effectively 'paused' or put on hold.

#### Accredited members:

During the period of leave, the member's membership and accreditation status is effectively 'paused.' The member is not required to accrue CPD points, participate in supervision/mentorship, or accumulate practice/teaching hours. For the purposes of re-accreditation, CPD, practice/teaching hours and supervision/mentorship will be calculated pro-rata, considering the period of leave.

To ensure the public can distinguish active practicing therapists and educators, during the period of leave, the member's profile will not be included among currently practicing members on the 'Find an Accredited Sexologist' page of the SAS website (or equivalent listings).

### All

Where a LOA commences prior to the end of the membership financial year (prior to the member's renewal date), the member will retain access to all member benefits for the remainder of the membership year, and the organisation will retain any fees paid for that year (refer to 'Fees' below).

Members who sit on committees who wish to take leave will need to make appropriate arrangements to stand down for the duration of their leave by contacting the relevant Committee Chair.

## Length of Leave

SAS will consider applications for leave of up to **one year** (12 months) in the first instance.

Members seeking a LOA should complete the **LOA application form** and submit their completed form to the Accreditation Officer for consideration.

If approved, the Membership Officer will advise the member and 'pause' their membership and/or accreditation status.

## Ending a period of Leave

Prior to the end of an approved LOA, the member should contact the Membership Officer to have their membership and/or accreditation status restored or seek an extension.

### General member:

Once the member's status has been restored, the member will regain the full benefits of membership.

### Accredited member:

Once a member's accreditation status has been restored, the member will be expected to resume CPD, supervision/mentorship, and practice/teaching hours.

Where the member does not seek to have their accreditation status restored, or where an extension of leave is not granted, the member's accreditation status will be deemed to have lapsed. They will be reverted to General Member and will accrue costs and benefits in line with this membership level.

## Leave extensions

### General member:

Where the member is not able to resume their membership obligations at the end of the period of leave, they may apply to the Membership Officer for an extension of up to one additional year (**two years in total**).

After this time their membership status will be deemed to have **lapsed** and the member will need to apply for formal reinstatement of their membership status.

### Accredited member:

Where the member is not able to resume their accreditation obligations at the end of the period of leave, they may apply to the Membership Officer for an extension of up to one additional year (**two years in total**).

After this time their accreditation status will be deemed to have **lapsed** and the member will need to apply for formal reinstatement of their accreditation status.

## **Seeking reinstatement after accreditation has lapsed**

SAS and the public must be assured the member is able to meet their ongoing accreditation obligations and have maintained currency in the profession before the member's accreditation status will be restored.

As SAS is an evolving organisation and requirements for accreditation change over time, members whose accreditation has lapsed must demonstrate they meet the accreditation requirements as at the time they wish to resume their accreditation status.

Members seeking reinstatement must contact the Accreditation Officer. The member must demonstrate that they:

- have met any additional accreditation requirements
- have maintained currency in the profession, and
- are able meet their ongoing accreditation obligations,

for example, by providing supporting documentation and a personal statement detailing their suitability for and committed to accreditation.

## **Fees**

Fees paid for the current membership financial year will be retained by the organisation.

At the membership renewal date, a member who is on leave will not be required to pay their membership fee until they return from leave, at which time their fees will be calculated pro-rata, taking the period of leave into consideration.

Members seeking reinstatement after their accreditation status has lapsed will be required to pay any applicable application fees.

*Last updated: 17<sup>th</sup> August 2023*