

CSEP Leave of Absence Policy (Effective 2013-11-02)

CSEP-CEPs and CSEP-CPTs may apply for a Leave of Absence (LOA). This LOA must be approved by CSEP and is effective for CSEP's current membership year (April 1 to March 31 annually) only.

The policy states:

CSEP-CPTs & CSEP-CEPs who are registered with CSEP may take a LOA that, if approved by CSEP, is effective for CSEP's current membership year (April 1st – March 31) only. If a member wishes to take a LOA for longer than one year, the member must re-apply before the start of each membership year. Only two consecutive LOAs will be granted except under exceptional circumstances. The member will be required to pay a nominal fee that includes the insurance fee and an administration fee for processing the LOA and maintaining the member's information on file. The number of PDCs required by a member will be prorated to coincide with their LOA. Once a CSEP-CPT & CSEP-CEP completes a LOA, they are expected to inform CSEP and complete all renewal requirements and pay all fees for the upcoming membership year by Mar 31st. If it is a PDC collection year, then the member will also need to show evidence of completing the prorated number of PDCs.

Introduction

CSEP-CPT & CSEP-CEP members may consider taking a leave of absence ("LOA") from their membership obligations with the Canadian Society of Exercise Physiology ("CSEP"). This memorandum shall provide further information regarding the documentation and administrative requirements of requesting a LOA.

Governing Legislation

Each Province and/or Territory within Canada may have their own unique set of employment standards and regulations dealing with leaves of absence. For the purposes of this policy, the definition of "Leave of Absence" shall be construed on a case to case basis in accordance with the laws, regulations and employment standards found within each CSEP-CPT and CSEP-CEP members province of work and the laws of Canada applicable therein.

For further clarity, the reference to any applicable Provincial/Territorial legislation or regulations shall be only for the purpose of defining the types of leave that qualify for an absence. All other terms and conditions of the LOA shall be determined in the sole and absolute discretion of CSEP. There shall be no payment of any monetary benefits while on a LOA from CSEP.

What may qualify as a leave of absence?

Examples of leave that are commonly covered within provincial and federal laws governing leaves of absence include maternity and parental leave, personal emergency leave, and family medical leave.

What is my status while I am on leave?

While on a LOA, the CSEP-CPT or CSEP-CEP member will be considered inactive. However, each CSEP-CPT and CSEP-CEP member shall be required to maintain their professional liability insurance (see below) and pay a nominal administration fee to CSEP.

Who can apply for a leave of absence?

Any CSEP-CPT or CSEP-CEP member who is registered and in good standing with CSEP may request a LOA. To apply for a LOA, the CSEP-CPT or CSEP-CEP member must complete the [Leave of Absence Application Form](#) and submit the appropriate documentation and payment.

Once the applicable forms are submitted and all applicable fees are paid to CSEP, the CSEP-CPT or CSEP-CEP member will receive written confirmation from CSEP that their LOA has been approved.

CSEP-CPT & CSEP-CEP candidates who have not yet completed examination requirements (thus, have not registered with CSEP) are not eligible for a LOA.

How long is the leave effective?

If the request for a LOA is accepted, the leave is effective for CSEP's membership year only. If a CSEP-CPT or CSEP-CEP member wishes to take a LOA for longer than one year, the CSEP-CEP or CSEP-CPT member must re-apply before the start of each membership year.

Only two consecutive LOAs will be granted, except under exceptional circumstances to be determined at the sole discretion of CSEP.

What fees do I need to pay?

The LOA fees collected include the insurance fee and an administration fee for processing the LOA and maintaining the member's information on file. Fees are paid directly to CSEP and are outlined on the [LOA application form](#). When a LOA is completed part way through a membership year, CSEP may choose to prorate fees for the remainder of the year, or full fees may be charged, depending on the time of year.

*Note that if your application is denied, you may be required to pay any additional late registration fees that have accrued during your application period.

Why do I need to maintain my professional liability insurance?

The professional liability policy is issued on a "claims-made" basis, meaning that the policy in place at the time that the claim is reported is the policy that will respond. If you are taking a LOA and do not maintain your professional liability insurance, there will be no policy in place to respond to any potential claims, even if the incident occurred during the policy period. Therefore, it is very important to continue policy coverage if you choose to temporarily leave practice.

How does this affect my professional development credits (PDC)?

Generally, any PDCs* gained during the LOA will not be counted towards the PDC requirements for that year; thus, the number of PDCs is prorated for each one-year leave of absence. Members are still subject to the bylaws of CSEP, including the CSEP-Professional Standards Program Code of Ethics, while on a LOA.

Can I practice as a CSEP-CPT or CSEP-CEP while on a LOA?

No. A CSEP-CPT or CSEP-CEP member who is on an approved LOA shall not practice as a CSEP-CPT or CSEP-CEP. Although professional liability insurance is maintained, this is only to protect the member from a claim that occurred prior to the LOA.

What happens when I return from my LOA or I decide to return to work earlier than expected?

Once a CSEP-CPT or CSEP-CEP completes a LOA, they are expected to complete all renewal requirements and pay all fees for the upcoming membership year by Mar 31st. If it is a PDC collection year, then the member will also need to show evidence of completing the prorated number of PDCs.

If a member decides to return to work from a LOA earlier than expected, then this request must be made to CSEP and full fees will need to be paid. In addition, the CSEP-CPT or CSEP-CEP member will need to meet all other renewal requirements including completion of PDCs. CSEP will determine the number of PDCs required from a member who returns to work earlier than expected from a LOA.

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