



LEAVE OF ABSENCE POLICY

Introduction

Registrants of the College of Vocational Rehabilitation Professionals (the College) may be granted a Leave of Absence (LOA) from Practice Status upon application to the College. Types and periods of leave may vary depending on personal circumstance and can be requested initially for up to twelve months. The registrant must complete the annual registration renewal each year, be it at practice status or continued leave status.

Each province and/or territory of Canada has legislation governing employment standards and regulations specific to leaves of absence. For the purposes of this policy, the definition of “Leave of Absence” may or may not be in absolute alignment with provincial laws, regulations and employment standards of each Registrant’s province of work. Reference to any applicable provincial/territorial legislation or regulations is solely for the purpose of defining types of leave that qualify under that provincial law for an employment absence. The policy terms and conditions for a College registration Leave of Absence shall be established and approved by the governing Board of Directors of the College and changed at the discretion of CVRP, as deemed necessary to maintain the integrity of the Registration policies of the College.

Types of Leave

Types of leave may include those as are commonly defined within provincial and federal laws governing employment LOA’s. These may include medical leave, work interruption (employment change/disruption), military service, civic responsibility (i.e. jury duty) and compassionate leave (family care responsibility; bereavement). Maternity and paternity leave does not constitute a leave from practicing status. Following an employment maternity/paternity leave, a College registrant can apply for up to 6 months’ time of extension for submission of CEU’s. There will be no fee assessed for this requested CEU extension request due to a maternity employment leave. Request for extension must be received 15 days prior to the CEU submission dates. Approved LOA’s do not change the date or requirements for annual registration maintenance.

Status While on Leave

While on leave, a College Registrant is considered to be inactive but the Registrant will continue to retain their original class of registration; i.e. CVRP(P); CVRP; CVRP(F); CVRP(D); CCVE(P); CCVE; CCVE(F); CCVE(D). As such, no work in the field of vocational rehabilitation and/or vocational evaluation can be performed without notifying the College of return to practice status. This includes participation in a part-time or graduated return to work program or volunteer hours in a work conditioning program if there is any interaction with the public.

At the end of an approved LOA, the registration fees for that current year must be brought to practicing status, which is the difference between the paid LOA registration fee and the annual registration fee. All outstanding CEU's must be submitted or a CEU extension discussed with the registrar, if applicable.

A College registrant granted a LOA is required to maintain Professional Liability Insurance (E&O) throughout the period of leave. A registrant on a LOA is encouraged to contact their E&O carrier to discuss change in practice status, as some carriers do have options of coverage for practice interruptions. Maintaining the E&O insurance coverage is to ensure that the Registrant is protected from any claim made against an event that occurred prior to the LOA. Proof of E&O insurance will be required on return to active practice.

Application for Leave of Absence

To apply for a LOA, a Registrant must complete the Leave of Absence Application Form on the CVRP website, submit appropriate supporting documentation and pay the non-refundable processing fee. The date of the start of the leave and the anticipated end of the leave must be clearly noted on the application form. Once application forms are received, reviewed and all applicable fees are paid to the College, the Registrant will receive written confirmation from the College relative to the approval of the application.

Duration of Leave

Duration of leave is dependent upon the type of LOA requested and circumstance of the Registrant. If the leave goes beyond the dates approved by the registrar, (if return to practice was originally anticipated before the Registrant's annual renewal date), the Registrant must complete the application for LOA before or on the date of their annual renewal. Failure to do so will result in the assessment of registration penalty.

Maintenance of Continuing Education

All Continuing Education requirements must be maintained during approved LOA period. Application for CEU extension must be made at least 15 days prior to the deadline for CEU submission. Length of extension and fees assessed will be determined by the registrar, dependent on the type of leave and professional circumstances.

Reinstatement

Should LOA exceed three (3) years, reinstatement of the Registrant during the fourth (4) year will require completion and submission of the mandatory number of CEUs (34 Domain and 6 Ethics per 2-year period), along with completion of the CVRP Jurisprudence and Standards of Practice on-line modules.

Reinstatement of Registrants exceeding four (4) years of leave will require completion of the CVRP Jurisprudence and Standards of Practice modules and re-writing of the CVRP certification examination, and if applicable, the CCVE certification examination.

Processing Fees

Leave of Absence On-line Application Fee (non-refundable): (*see Fees - [click here](#)*).

A processing fee is charged for manual submission of the application and accompanying payment made by cheque or money order (*see: Fees - [click here](#)*). Special circumstances for exemption of this fee may be provided upon written request.

Download a copy of the Policy for Leave of Absence (*[click here](#)*)