

Dental Specialists – Conference leave

Policy Number: C76 (QH-POL-491)

Publication date: April 2022

Purpose: To outline the conference leave entitlement, and allowable expenses, for Dental Specialists and Senior Dental Specialists.

Application: This policy applies to Dental Specialists and Senior Dental Specialists employed by Queensland Health.

Delegation: The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority:

- Health Practitioners and Dental Officers (Queensland Health) Award - State 2015
- Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No.3) 2019
- Minister for Industrial Relations Directive 10/11 – International Travelling, Relieving and Living Expenses

Related policy or documents:

- Health practitioners and dental officers – professional development allowance and leave HR Policy C42 (QH-POL-146)
- Seminar and Conference Leave - Within and Outside Australia HR Policy C50 (QH-POL-226)
- Dental – Rural incentives HR Policy C62 (QH-POL-416)
- Travelling, relieving and living expenses HR policy D2 (QH-POL-157)
- Travel Policy (QH-POL-046:2015)
- Overseas Travel Standard (QH-IMP-046-1:2015)
- Professional Development Leave application form

Policy subject:

| | | |
|---|--|---|
| 1 | Policy..... | 2 |
| 2 | Conference leave | 2 |
| | 2.1 Minimum period of conference leave | 2 |
| | 2.2 Portability of entitlement | 2 |
| | 2.3 Linking conference leave to other leave..... | 2 |
| 3 | Expenses Allowable..... | 3 |
| | 3.1 Conference registration | 3 |
| | 3.2 Travel allowance..... | 3 |
| | 3.3 Transportation | 3 |
| | 3.4 Expenses - Other..... | 3 |
| 4 | No cash equivalent..... | 3 |
| 5 | Dissemination of knowledge gained from conference leave..... | 3 |



| | | |
|----------------|--|---|
| 6 | Individual Employee Grievance | 3 |
| | Definitions:..... | 4 |
| | History: | 4 |
| Attachment One | Application and approval procedure | 5 |

1 Policy

This policy provides the leave entitlement, and allowable expenses, for Dental Specialists and Senior Dental Specialists to attend conferences, including meetings, seminars, conventions or training courses, which are directed towards the dissemination of relevant professional knowledge or improvement in the practice of a dental specialty.

This policy applies to permanent, fixed term temporary and part-time employees.

Attachment One outlines the application and approval process.

2 Conference leave

Each eligible Dental Specialist shall be entitled to one (1) week's conference leave (refer Definition) on full salary per annum (pro-rata for eligible part-time employees).

This leave is not cumulative past the 12 months entitlement and therefore the leave is to be taken within the 12-month period.

The delegate, has the discretion to reduce the qualifying period for a Dental Specialist having regard to the nature of the conference.

Nothing in this policy shall prevent Dental Specialists making an application for conference leave in accordance with the Seminar and Conference Leave - Within and Outside Australia HR Policy C50 and have such applications considered in the usual local processes.

2.1 Minimum period of conference leave

The minimum period of conference leave that may be taken at any one time shall be one (1) day/shift (pro-rata for eligible part-time employees) provided that the period of absence shall include the period required for attendance and the time spent in travelling to and from the venue by the most practical approved means of transport.

2.2 Portability of entitlement

Conference leave provisions shall be fully transferable when an employee moves between hospital and health services or between a hospital and health service and the department, between positions that are eligible for such leave in accordance with this policy. However, conference leave must be used in the same 12-month period in which it was accrued.

No cash equivalent shall be made when transferring to a position which is not eligible for conference leave in accordance with this policy.

2.3 Linking conference leave to other leave

Dental Specialists may link the period of conference leave with other forms of approved leave (e.g. long service leave, annual leave etc.), provided that no expenses for travel costs or other expenses can be claimed for the period covered by the additional leave.

Applications for such leave must indicate that an application for conference leave has been made and must include the proposed dates/approved dates for conference leave.

3 Expenses Allowable

3.1 Conference registration

Conference registration fees are an allowable expense. The delegate has the discretion to refuse or reduce any claim that is unsubstantiated or unreasonable.

3.2 Travel allowance

A travel allowance shall be paid in accordance with the Travelling, relieving and living expenses HR policy D2 (excluding transportation costs).

3.3 Transportation

The cost of transportation to the conference by the most practical approved means possible is limited to one (1) return trip per annum provided that if air travel is used, economy airfares only are to be utilised.

3.4 Expenses - Other

Any costs incurred in addition to those provided for in this Policy must be met by the individual Dental Specialist.

These provisions shall not be used to fund fares or any other expenses (in whole or in part) for any other person.

Travel arrangements are to be made through Queensland Health's (or the relevant Hospital and Health Service's) official travel service provider (and/or their nominated approved local agents).

4 No cash equivalent

No cash payment is to be made in lieu of granting conference leave or in lieu of expenses.

Upon termination from employment, including resignation or retirement, there shall be no payment in respect of unexpended conference leave or expenses.

5 Dissemination of knowledge gained from conference leave

Each Dental Specialist must, within one month of return from conference leave, disseminate knowledge gained from attendance at the conference. This may include but shall not be limited to:

- provision of report/s
- presentation of findings and
- publications.

6 Individual Employee Grievance

Normal grievance processes apply in accordance with the relevant Award or Agreement and the Individual employee grievances HR Policy E12.

Definitions:

| | |
|--------------------|--|
| Dental Specialists | For the purposes of this policy, Dental Specialists are defined as: <ul style="list-style-type: none"> – Dental Specialists, employed at classification level DS1 and – Senior Dental Specialists, employed at classification level DS2 under the Dental Stream of the District Health Service Employees Award – State 2015 and the current Queensland Health Certified Agreement. |
| Conference leave | Conference Leave is defined as approved leave to attend a meeting, seminar, convention or training course which is directed towards the dissemination of relevant professional knowledge or improvement in the practice of the profession and the organisation. Conference leave can only be taken in Australia, New Zealand, Papua New Guinea, Fiji and Vanuatu. |
| One week | One week shall mean five (5) day's full salary plus expenses and two (2) days expenses only. |
| Travel allowance | Travel allowance is defined as those expenses (excluding transportation expenses) detailed in the Travelling, relieving and living expenses HR Policy D2. |
| Full salary | Full salary shall be defined as ordinary salary and shall include any payment of the rural and remote area incentive scheme as outlined in the Dental – Rural incentives HR Policy C62. Full salary shall not include any on-call allowance or overtime payment. |

History:

| | |
|------------|--|
| April 2022 | <ul style="list-style-type: none"> • Policy: <ul style="list-style-type: none"> – Converted from Circular ER 08/00 into a HR Policy format – amended to update references and naming conventions – inclusion of an updated policy statement |
| Previous | <ul style="list-style-type: none"> • Circular ER 08/00 Conference leave for Dental Specialists |

Attachment One – Application and approval procedure

1 Application Procedure

Applications for conference leave must be made to the delegate, at least two (2) months in advance via the Professional Development Leave application form. Failure to comply with the application and approval procedure (including timeframes for application) is grounds to refuse the application. Provided that this period may be reduced in exceptional circumstances at the discretion of the delegate.

The approval of the delegate, is required for the full conference program and the period of leave. If approval is not obtained prior to travel, the Dental Specialist shall be responsible for all expenses incurred. Retrospective applications will not be accepted.

Managing the risk of psychosocial hazards at work
Code of Practice 2022
applies 1 April 2023