

## REGISTRATION AND LICENSING DIRECTION

Current and updated as of: October 15, 2024

### 3.17 Leave of Absence

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**Purpose:**

This policy clarifies the requirement for registrants going on a leave of absence from work (i.e. sick leave, educational leave or either maternity or parental leave). Registrants must notify the College of Physiotherapists of Manitoba (CPM) office of their leave from employment.

**Policy:**

Registrants must:

- 1) Transfer to the Inactive register if the leave will extend beyond three months.
- 2) When returning to employment the registrant must contact the CPM office prior to their return to work to check on their registration status and to inform the office of their plan to return to work. It is illegal to practice physiotherapy without being on the Active Practice Register.

Registrants who go on a leave of absence part way through the registration year do not receive a refund on their registration fees. Registrants, who return to work after August, are eligible for a pro-rated fee.

Registrants who are on a leave of absence at the time of renewal may register for the Inactive Practice Register or allow their practicing license to lapse. If the return to work date is set for no later than March 31<sup>st</sup>, then the registrant is eligible to apply for the Active Practice Register.