

MANCHESTER INSTITUTE FOR PSYCHOTHERAPY

BREAKS AND TIME OUT POLICY

The purpose of this policy is to explain the processes concerned with taking time out, ie a Sabbatical, and shorter breaks from your training at the Manchester Institute.

Procedure

The Manchester Institute appreciates that life happens, and that there are times when a member will need to have a break in his/her practice for example due to family issues, or illnesses or have an enforced break due to eg disciplinary matter or wish to take a break in their studies.

Recognising the uniqueness of the individual means each application will be considered on an individual basis.

It is the responsibility of the member to inform the Manchester Institute for Psychotherapy administrator at the start of the break, at the start of each subsequent year if more time out is required and, when the member wishes to return, to contact the Manchester Institute for Psychotherapy administrator for a rejoining form. Please note that membership is on a yearly basis lasting from 1st October to 30th September; irrespective of when the member returns the full year membership fee will be payable.

All members need to be aware of the potential impact on themselves and their client and or supervisees if they need to take a time out or sabbatical.

It also is imperative that members/trainees talk through their plans for time out or sabbatical with their Primary Course Tutor and have a negotiated agreement to that end.

Again, it is important that the member/trainee if they are seeing clients either through the placement or on a private clinical basis should have also talked this through with their supervisor and reached a shared agreement how to go forward with their proposed break or sabbatical. This is of the utmost importance and needs careful planning with your supervisor with regards to the member/trainee's clinical work.

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