

POLICY MANUAL

Date of Issue: 7/95

Policy # GME-8242-004

Revisions: 12/01, 10/03, 6/04, 5/07, 11/10

Department of Primary Responsibility:
Academic Division– Graduate Medical
Education

Subject: Medical/Family Leave

Distribution: Program Directors, Residents
Department Chairs

PURPOSE:

Due to special characteristics of medical training and the impact of a house staff's absence on patient care and training, notification to the program director and the Department of Graduate Medical Education of Family/Medical Leave should occur as early as possible. Special requirements of each specialty training program may govern the amount of time permitted away from continuous residency/fellowship training per year. Therefore, specific make up time may be required before the house staff advances to the next training level and the projected date of completion may be extended.

Our goals are to maintain patient care, provide a reasonable workload for a house staff and avoid unacceptable increases in other house staffs' workload. Specific arrangements may include "make up" call before or after the leave period. With adequate advance notice, efforts to rearrange rotation will be directed toward:

- a. Early scheduling of demanding rotations;
- b. Elective rotation near due date

MEDICAL LEAVE:

Medical leave will be granted, upon written request, to all house staffs. Medical leave will be leave-with-pay for a period of up to six weeks for medical leave with appropriate documentation. This time includes allotted vacation. All or a portion of the six weeks may be requested. Medical leave will require endorsement from the Program Director and approval by the Chairman, Graduate Medical Education Committee (GMEC). Extended Medical leave may be paid or unpaid and will be assessed on an individual basis. Medical Benefit coverage will be continued during the extended leave. However, if the leave is unpaid, the house staff must contact the Benefits Department to arrange payment for continuation of family dental coverage.

If leave is requested for more than six weeks, approval for return to the training program will be at the discretion of the program director in cooperation with the Chairman, (GMEC). A doctor's certificate verifying the condition of the house staff may be requested. In those cases where a house staff must make-up time missed due to medical reasons in order to fulfill board requirements, the house staff will be paid and the institution will continue benefit coverage during that time.

The house staff's personal physician makes the determination of disability. The Foundation, however, reserves the right to request a second opinion by a physician identified by the Chairman, (GMEC).

The house staff must obtain a physician's certificate stating that she/he may return to work without restrictions prior to resuming training.

A complete, signed Medical Leave Form must be on file in Graduate Medical Education (GME) prior to departure. Medical Leave forms are available from GME web site.

FAMILY LEAVE:**FOR BIRTH OR ADOPTION OF A CHILD**

If a house staff requests leave for the birth or adoption a child, she/he is entitled to paid leave similar to that of Medical leave described above. The house staff must discuss the impending adoption with the program director in as much advance as possible. The same restrictions and procedure apply as defined above for Medical Leave.

FOR SERIOUS ILLNESS IN THE FAMILY

All house staff are eligible for unpaid leave to take care of a seriously ill family member after one year of service in accordance with the Family Medical Leave Act. A house staff can use paid vacation to cover a portion of this period. Appropriate documentation must be provided to the Program Director and GME. Upon submission of appropriate medical documentation, such leave shall be approved by the program director in conjunction with the chairman of GMEC.

IMPACT OF LEAVE ON COMPLETION OF TRAINING PROGRAM:

If cumulative absences negatively impact the number of months of training of a house officer with respect to the number of months required to satisfy the criteria for completion of a residency or fellowship program, the program director shall assess the house officer's ability to fulfill his/her residency educational obligations and may require additional training in lieu of termination. Individual RRC and Board criteria for satisfactory completion of each residency program will determine the amount of additional training required because of leaves of absence. This additional training will be unpaid.

POLICY ENFORCMENT:

The Executive Vice President for System Medical Affairs/ Chief Academic Officer is responsible for enforcement this policy throughout the Foundation for all graduate medical education training programs. Individual program directors are responsible for the consistent application of this policy within a training program.

EXCEPTIONS:

Exceptions to this policy require the approval of the Executive Vice President for System Medical Affairs/ Chief Academic Officer prior to any action taking place.

SIGNATURES:

William W. Pinsky, M.D.
Executive Vice President for System Medical Affairs/
Chief Academic Officer

Hector O. Ventura, M.D.
Chairman
Graduate Medical Education