



## Medical Leave Policy and Procedure

Effective Date: February 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: February 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

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### POLICY STATEMENT

The resident/fellow (trainee) must give notice, in writing, of intent to use medical leave to their program director at least four (4) weeks in advance, except under unusual circumstances.

A trainee shall be granted, upon request to the program director, a leave of absence for their serious illness/injury that requires an absence of greater than 14 days. The trainee may qualify for Short Term and Long Term Disability benefits. See “trainee’s next steps” below for more information.

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### REASON FOR POLICY

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### PROCEDURES

#### Trainee Next Steps

**\*\* Check with your department/program to determine\*\*:**

- what type of paperwork needs to be completed;
- if you qualify for Family Medical Leave Act (FMLA) and how it will be managed;
- how your pay will be impacted;
- how your benefits need to be coordinated; and
- if your leave will extend your time in the program

Please see your Program Manual for specific departmental policies and procedures.

#### Program Responsibility

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received by Human Resources. Programs must also forward documentation to HR for leaves that extend the trainee’s time in the program.

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## FORMS/INSTRUCTIONS

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## RESPONSIBILITIES

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## FAQ

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## ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

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## DEFINITIONS

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## RELATED INFORMATION

Holidays that occur during a leave of absence run concurrent with the leave and are not in addition to the leave.

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## HISTORY