



## Military 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 notify the program as soon as they are called to active military duty. It is incumbent upon the Program Director to notify both the individual RRC and the Board of this change in status.

In accordance with USERRA\* regulations trainees on military leave for up to five years generally are eligible for reinstatement to their training programs once active duty is completed.

Trainees may resume their training at the PG-Y level they were in when called to duty or may be required to repeat earlier training experiences. The appropriate level of training upon return will be determined based on several factors: length of leave; medical duties, if any, performed by the trainee while in military service; and curricular changes in the training program during the trainee's absence.

**Leave for Immediate Family Members of Military Personnel Injured or Killed in Active Service**  
Trainees are allowed up to 10 days unpaid leave. Additional leave may be granted under the Family Medical Leave Act (FMLA). Please refer to the Office of Human Resources website for further information.

#### **Leave to Attend Military Ceremonies**

Trainees are allowed up to 1 day unpaid leave to attend military ceremonies.

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### REASON FOR POLICY

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### 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

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## HISTORY