



## Parental 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 #:

### **POLICY STATEMENT**

The resident/fellow (trainee) as defined below must give notice, in writing, of intent to use parental leave and other leaves used in conjunction with parental leave to their program director at least four (4) weeks in advance, except under unusual circumstances.

#### **Birth mother:**

A birth mother shall be granted, upon request to the program director, up to six weeks parental (maternity) leave for the birth of a child. The maternity leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. The leave must be consecutive and without interruption.

Trainees on maternity leave will receive the first two weeks of their leave as paid parental leave. This paid parental may be charged against the trainees' vacation, sick or PTO allocation.

Note: The first two weeks of this paid parental leave covers the required fourteen-day wait period before they may be eligible to receive the short-term disability benefit, see Short Term Disability Policy.

Trainees that have vacation available may use it conjunction with the short-term disability benefit during their maternity leave.

#### **Birth father:**

A birth father shall be granted, upon request to the program director, up to two weeks paid parental leave for the birth of a child. The leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. The leave must be consecutive and without interruption. This paid parental leave may be charged against the trainees' vacation, sick or PTO allocation.

#### **Legal Spouse:**

The legal spouse of someone giving birth shall be granted, upon request to the program director, up to two weeks paid parental leave. The leave may begin at the time requested by the trainee, but no later than six weeks after the birth and no sooner than two weeks before the birth. The leave must be consecutive and without interruption. This paid parental leave may be charged against the trainees' vacation, sick or PTO allocation.

### **Adoption:**

An adoptive parent shall be granted, upon request to the program director, up to two weeks paid parental leave for the adoption of a child. Trainees who are registered same sex domestic partners of someone adopting a child shall be granted two weeks paid leave. The leave may begin at the time requested by the trainee, but no later than six weeks after the adoption and no sooner than two weeks before the adoption. The leave must be consecutive and without interruption. This paid parental leave may be charged against the trainees' vacation, sick or PTO allocation.

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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