



Personal Leave of Absence 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) must give notice, in writing, of intent to use personal leave to their program director at least four (4) weeks in advance, except under unusual circumstances.

A trainee may be granted, upon request to the program director, a personal leave of absence. If applicable, trainees on a personal leave may use available vacation, sick or PTO to continue receiving their stipend while on a personal leave.

REASON FOR POLICY

PROCEDURES

Trainee Next Steps

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

- what type of paperwork needs to be completed;
- how your pay will be impacted;
- how your benefits need to be coordinated; and
- if your leave will extend your time in the program.

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.

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

FORMS/INSTRUCTIONS

RESPONSIBILITIES

FAQ

ADDITIONAL CONTACTS

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

DEFINITIONS

RELATED INFORMATION

HISTORY