



An Affiliate of State University of New York Health Sciences University

Institutional GME Policy on Leave of Absence for Residents and Fellows

Purpose

In keeping with the ACGME's requirement and to ensure that residents and fellows have available time and support (benefits and salaries included) for medical, parental and caregiver needs, if required during training, Richmond University Medical Center has outlined the leave policy below. Secondly, to ensure that accurate information is provided to residents/fellows on the impact of extended leave of absence upon the criteria for satisfactory completion of the program and the eligibility to participate in examinations by the relevant certifying boards.

Leave of absence provided under this policy is intended to address leave that is related to:

1. Birth and care of a newborn, adopted, or foster child, including birth and non-birth parents and surrogates regardless of gender.
2. The care of family member with a serious health condition, including end of life care.
3. A resident's own serious health condition requiring prolonged evaluation and treatment

This policy does not apply to other types of personal leave and interruptions from residency (e.g. prolonged vacation/travel or unaccredited clinical/ research experience)

This policy also does not apply to periods of time for which a resident/fellow does not qualify for credit by reason of resident's failure to meet academic, clinical, or professional performance standards. The Policy is not intended to prescribe decisions regarding time of graduation, as the Program Director and the CCC can decide to extend a residents training based on their assessment that the resident/fellow is not ready to practice autonomously

It is expected that each program in the Institution will outline their leave of absence policy to be compliant with the individual RRC requirements as well as meet the criterion for certification eligibility set forth by the individual specialty Board.

Definitions:

For this policy **approved medical, parental and caregiver leave of absence** will be referred to as **Family Leave**. This Family Leave is not to be confused with leave as permitted by the Family and Medical Leave Act (FMLA).

Time off allotted by programs for vacation, sick leave, holiday, personal time off will be referred to as **Other Leave**



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Policy:

(Effective July 1, 2022) In addition to **Other Leave** already provided by the institution to resident and Fellows, a **minimum of six (6) weeks of approved medical, parental and caregiver leave of absence (Family Leave)** for qualifying reasons that are consistent with applicable laws at least once, and at any time during an ACGME accredited program, starting the day the resident is required to report, is available to residents and fellow if needed.

During that time, the resident/ fellow will have 100% of their salary and health and disability insurance benefits for residents/fellows and their eligible dependents the first six (6) weeks of the first approved medical, parental and caregiver leave of absence taken.

In addition, residents and fellows are provided with 1 week of paid time off reserved for use outside of the six (6) weeks of approved medical, parental and caregiver leave of absence taken.

Oversight and Responsibility:

It is the primary responsibility of the Program Directors & Associate Program Directors, to ensure that requests for **Family leave** meets the eligibility criterion. Individual programs Clinical Competency Committees (CCC) may have input on decisions if necessary. Human Resources will be available for consultation and advise when questions arise regarding eligibility. The PD & APD must also inform residents/fellows when the length of absence impedes the ability to acquire skills and knowledge and/or reduce required time in training required for eligibility for to sit relevant Board exams for certification (see ABMS requirements) and when time in the program must be extended.

The DIO will also consult and advise on requests for **Family leave** if needed. The Department of GME must be informed of all Family leave granted to residents/Fellows as well as all extended leave from the program(s)

Procedure

A resident/fellow who is requesting **Family leave** should notify their Program director of the time and duration of the leave needed as soon as the need arises, or they become aware of a future need impending. The lead time allows for schedule adjustment and arrangements to be made for coverage of clinical responsibilities. The resident/fellow must submit appropriate verifiable information and medical documentation and certification by the health care provider where applicable

Once all supporting documentations are submitted, the program Director (with consultation with HR where necessary) will review the material and render the decision. All documentation must be communicated to the Human Resources Department. The GME Department should be notified

Richmond University Medical Center

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