

- a. Sick leave does not accrue. Sick leave may not be borrowed from future credits. Residents do not receive payment for unused sick leave at the completion of the program.
 - b. Any day that the resident is on the schedule to work will be charged as sick leave if the resident is unable to work due to illness. To access sick leave a resident must notify the Program Director or his/her designee. The specific procedure for notifying the Program Director of brief absences due to illness is developed within the individual program. Each program will inform its residents of the specialty Board regulation on time away from the program vs. Board eligibility.
5. By law, if one of the events listed below occurs (regardless of available leave credits) the Program Director must be informed 30 days in advance of the event or as soon as practicable afterward to avoid penalties associated with violations of the Family Medical Leave Act (FMLA) law.
- a. Pregnancy, incapacity due to prenatal medical care or child birth;
 - b. To care for employee's child after birth or adoption or foster care placement;
 - c. To care for spouse, child or parent with a serious health condition;
 - d. Resident's personal health condition which makes resident unable to participate or restricts participation in the residency program.
6. Extended Leave of Absence (non FMLA qualified) is granted at the sole authority of the Program Director.
- a. The resident must discuss the reasons and estimated length of time for a leave of absence with the Program Director.
 - b. The discussion must include whether the resident will be paid. Considerations must be made according to whether or not the resident will be required to spend additional time in the residency program to compensate for the leave period and be eligible for certification for a full training year. The decision regarding additional time in the program should consider the requirements of the individual specialty Boards, and be reported to the GMEC.
 - c. Thorough discussion with the resident regarding reasons for the leave, a review of necessary documentation regarding the medical or other condition, and the residency requirements for board eligibility, the Program Director makes the final decision regarding granting a leave of absence.
 - d. The Program Director provides a decision in writing to the resident and DIO which must include the starting and ending dates of the absence, financial support (stipends and benefits) if applicable, and the amount of additional time in the residency program that is required to compensate for the leave and fulfill board eligibility requirements.

- e. Once the resident is placed on leave of absence, the Program Director must notify the DIO if there is any change in the dates of the leave of absence and confirm the date the resident will return to the residency program.
7. Bereavement Leave may be granted to employees due to the death or serious illness of a member of the employee's immediate family.
 - a. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparent, grandchild, in-laws or any other person acting as a parent or guardian of an employee. The Program Director may grant sick leave for death or family illness in an amount which is reasonable for the circumstances.
 8. The Uniformed Services Employment and Reemployment Rights Act does not apply to residents enrolled in the GME program. Residents who are members of the National Guard or any of the Uniformed Services of the United States may be called to duty in such uniformed service.
 - a. The resident shall notify the Program Director in writing upon learning that he/she has been called to duty in a uniformed service.
 - b. Prior to leaving the program for active duty, the resident and Program Director shall discuss the tentative plans for the resident's return to the program including the level of re-entry. Within the abilities of the program to accommodate the resident's re-entry in the program, the duration of absence from the program and the resident's activities during the absence, the program will make every effort to ensure that the resident re-enters the program at the level commensurate with his/her abilities.
 9. Professional or Educational Leave will be defined and allocated by the programs up to a maximum of 5 days per year. Professional and educational leave may not be carried over from one year to the next.
 - a. Job or further educational training interview days may not be counted as professional or educational leave.
 - b. Professional or educational leave may be used to take primary or subspecialty boards. USMLE exams may be taken using professional or educational leave.
 - c. Exceptions should be requested in advance of the registration deadline/leave date and must be approved by the DIO.
 10. If necessary, the DIO will serve as the final arbiter in questions arising from this policy. Residents must view the policy in light of the responsibility they have to their training, to their peers, and to the integrity of the Board certification process. With such a spirit of cooperation and responsibility, problems are unlikely to develop in this area.

RELATED POLICIES

1. Baptist Health Policy- Administrative Leave
2. Baptist Health Policy- Bereavement Leave
3. Baptist Health Policy- Family & Medical Leave
4. Baptist Health Policy- Military Leave
5. Baptist Health Policy- Personal Time Off (PTO)
6. Baptist Health Policy- Worker's Compensation

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