


Title: Resident Time Off/Leave of Absence Manual: Graduate Medical Education Category: Policies		
	Document #:	GME 0011
	Original Issue:	7/17/1997
	Revision Date:	3/27/2025
	GMEC Review	5/15/2025
	Revision #:	7
	Page #	1 of 2
<hr/> GMEC <hr/> VPME/DIO <hr/>	Approvals:	GMEC VPME/DIO

1.0 Policy: **Resident Time Off/Leave of Absence**

Scope: This policy is intended to describe the responsibilities for resident/fellow time off/leaves of absence for the Sponsoring Institution and its ACGME accredited residencies and fellowships. In addition, this policy is intended to describe the responsibilities of programs, program directors and residents/fellows as it pertains to the impacts of time away from training. Residents/fellows must be responsible for understanding that, graduation and/or board eligibility may all be impacted by time away from the residency/fellowship. The time away may be due to vacation, and leaves of absence including medical, parental and caregiver leaves of absence, whether due to the Family Medical Leave Act (FMLA) or the ACGME Family Leave Benefit (FLB).

2.0

Category	Description	✓
UMH-Sparrow Department specific (specify Department below): Medical Education (8033)	Policy is specific to what is generally recognized as a department and does not affect any other department.	✓

3.0 Background: Since time away from formal training may have significant impacts on both the resident/fellow and the institution, it is imperative that residents/fellows understand the benefits available to them as well as the potential consequences. Residents/fellows should discuss absences or anticipated absences with their program director or the VPME/DIO. If there is any doubt about the impacts of a leave of absence, or a combination or sequence of absences, on graduation, and/or board eligibility, the resident/fellow is responsible for obtaining written clarification prior to taking the leave of absence or initiating the absence(s). The program director or the VPME/DIO may provide guidance and assistance. Leaves of absence must follow Human Resources' policies (SHS 0340 and 0341).

4.0 Absences

4.1 Family and Medical Leave Act (FMLA)

4.1.1 Residents/Fellows are eligible to take up to 12 work weeks (or a 12-week equivalent in certain circumstances) of FMLA provided the caregiver has worked for UMH-Sparrow for at least one year prior to requesting the leave and has worked for at least 1,250 hours over the previous twelve months.

4.2 ACGME Family Leave Benefit (FLB)

4.2.1 The allowed types of absences under the FLB are maternal, paternal and team member leave.

4.2.1.1 Maternal and paternal care is for the birth and care of a newborn, adopted or foster child, including birth and non-birth parents of a newborn.

4.2.1.2 Team member leave is defined as leave to care for a family member that has a serious health condition, including end of life care.

4.2.2 Paid medical, family or team member leave is available beginning on the first day of employment. All residents/fellows have a one-time FLB for up to six (6) weeks.

- 4.2.3 During the period of leave, the resident/fellow will be provided with 100% of their salary for the first six weeks of the first approved medical, parental or caregiver leave of absence.
- 4.2.4 Leaves longer than six weeks under the ACGME Family Leave Benefit may have the remaining weeks unpaid.
- 4.2.5 Residents/Fellows will be provided with a minimum of one additional week of paid time reserved for use outside of the six weeks of the first approved FLB taken. It is expected that vacation time will be used for this additional week.
- 4.2.6 If additional leaves of absence are needed during the resident's/fellow's time in their program, the leaves will fall under FMLA and may be paid or unpaid leaves based on UMH-Sparrow's Human policy (HR 341)
- 4.2.7 FLB is continuous time off, not intermittent leave on day-to-day basis. Using FLB a week at a time, up to six (6) weeks, may be considered.
- 4.2.8 In addition, health and disability benefits for the resident/fellow and dependents will continue uninterrupted during the period of leave of absence.

- 4.3 Vacation Days – Residents/Fellows are allowed twenty (20) days of vacation per contract year, which must be requested and taken in accordance with the policies set forth by each residency/fellowship program. Vacation is a yearly benefit and will not carry over from one year to the next.
- 4.4 Holidays – All residents/fellows shall abide by the standard hospital holiday policy. Currently, six holidays are recognized (the Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day,). If a resident is on duty during a holiday, they may schedule an equivalent day off at another time during the same contract year which is generally July-June, with the approval of their chief or program director. Holiday on call rotations are established in the monthly schedule and any subsequent changes are to be made directly between the individuals involved and approved by the resident's program director. Resident or fellow must work at least six (6) hours on the actual holiday to receive an equivalent day off at another time.
- 4.5 Military Service Leave – Military service leave is allowed without pay consistent with the Human Resources policy. Arrangements for a military service leave is to be made through the program director with the approval by the VPME.
- 4.6 Other – Other leave(s) may be granted consistent with Hospital policy.

5.0 Program Responsibilities

- 5.1 Program Directors are responsible for adhering to the requirements of the training duration prescribed by the American Board of Medical Specialties for their specialty and the ACGME program requirements.
 - 5.1.1 Program Directors will provide documentation to the Sponsoring Institution of the impact of an extended leave of absence on the resident's/fellow's satisfactory completion of the program including updated end date to meet requirements and eligibility to participate in certifying exams and the resident's/fellow's acknowledgement of the impact.
- 5.2 Program Directors are responsible for informing residents/fellows of how a leave(s) of absence will impact the duration of training.
- 5.3 Residents/Fellows are responsible to review and acknowledge the impact of a leave(s) of absence on the official training period and duration of training.
 - 5.3.1 Some leaves of absence may require extension of the resident/fellows training beyond the expected end date.

6.0 FMLA and FLB Process

- 6.1 Residents/Fellows should contact their program director and the Medical Education department of intended FLB leaves at least 30 days before the leave is planned to determine to process for the leave.
- 6.2 Residents/Fellows are required to call WorkPartners, Sparrow's partner in reviewing and approving leaves of absences, for FMLA requests, at 1-844-822-3371 as soon as there is reason to believe the leave may be necessary or at least 30 days before a known upcoming leave.
- 6.3 FLB is reviewed and approved at the program and central GME level.

7.0 Responsibilities & Procedures

Responsible Party	Actions
<p>VPME/DIO and Program Director</p>	<p>1.) The VPME/DIO will work with the program director to monitor any resident absence from training.</p> <p>2.) The VPME/DIO will work with the program director and resident to determine the appropriate extension to their residency training that may need to be made to meet regulatory requirements for graduation, licensure, and board eligibility.</p>

8.0 Revision History

Date	Revision #	Changes	Referenced Section
3/27/2025	7	Minor	All Sections
8/1/2022	6	Major	All Sections
1/15/2018	5	Minor	All Sections
8/11/16	4	Minor	All Sections
7/9/2013	3	Minor	All Sections
4/6/2007	2	Extensive	All Sections
7/17/1997	1	Original Document	New Document

9.0 Review and Reaffirmation by GMEC

Date
5/15/2025
8/18/2022
2/16/2018
7/9/2013
2/18/2010
4/6/2007
7/17/1997

10.0 References:

Author: Ted Glynn, MD, FACEP, VPME/DIO

Owner: Ted Glynn, MD, FACEP, VPME/DIO

Related Policies: Policy Manual for Graduate Medical Education