

Hurley Medical Center
Standard Practice
Resident Physician/Fellow
Medical, Parental and Caregiver Leave of Absence

Resident physicians and fellows requesting a medical, parental, caregiver or any other qualifying reason for a leave of absence, and who are eligible for the Family and Medical Leave (FML) shall follow and be subject to Hurley Medical Center Standard Practice #0035 "Family and Medical Leave Act" (attached). Additionally, in accordance to Accreditation Council for Graduate Medical Education (ACGME) requirements, resident physicians/fellows will be eligible for special provisions below that are not addressed in Standard Practice #0035.

1. Resident physicians and fellows will be eligible for six weeks of continuous or intermittent leave his/her first full day of active employment for the following reasons:
 - a. Medical Leave for personal illness or injury.
 - b. Parental Leave to care for a child after birth or adoption.
 - c. Caregiver Leave to care for a family member with serious illness including spouse, child, or parent.
2. Resident physicians and fellows will be paid the equivalent of 100 percent of his/her salary for the first approved six (6) weeks of House Staff Leave first through available sick, vacation, personal, and wellness time until benefit hours have been exhausted.
3. In the event of hardship, and benefit days are not available to support a requested qualifying, approved leave of absence, resident physicians and fellows who are members in the Hurley Medical Center House Staff Association may donate benefit hours to other members; or time will be paid by the medical center.
4. Health and wellness coverage that the resident physician and fellow had immediately prior to the leave of absence will be maintained during the leave, so long as the resident/fellow does actually return to the program. If a resident/fellow fails to return when leave expires, they will be responsible for reimbursing the Medical Center for the full cost of the medical benefits received during the leave as allowed by law.
5. In the event a resident physician and/or fellow has an approved 6-week House Staff leave of absence, has utilized all benefit hours and has not taken a vacation in that contract year, the resident physician/fellow will be provided a minimum of one (1) week paid time off prior to the end of that same contract year. One week (1) shall be defined as six (6) consecutive days. A vacation not scheduled during the contract year of the leave of absence, shall not be added to subsequent years of resident/fellow training. Residents and fellows shall not be eligible for payouts in the event vacation hours are not utilized.
6. Program Directors must provide resident physicians and/or fellows with accurate and documented information regarding the impact of an extended leave of absence addressing the criteria of satisfactory completion of the residency training program and the impact on being eligible to participate in examinations by specific certifying boards.

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7. Medical, parental, caregiver or any other qualifying reason for a leave of absence will be in accordance with applicable Federal and State laws and shall be in compliance with Accreditation Council for Graduate Medical Education Institutional Requirements.
8. Where applicable, residents/fellows on J-1 visas who are on extended sick leaves and/or planned leave of absences must inform the Educational Commission for Foreign Medical Graduates (ECFMG) of their leave. Residents/fellows must complete the Required Notification of a Leave of Absence (LOA) form on the ECFMG website at ecfm.org. J-1 visa holders should contact the ECFMG for details of reportable leaves of absences.
9. Resident physicians and fellows must follow Medical Center procedures for requesting leave and calling in absences as outlined in Hurley Medical Center Standard Practice #0035 "Family and Medical Leave Act," Section F, "Call In and Time Off Procedures."
10. If there is a conflict between the Hurley Medical Center House Staff Association contract and this policy, the Hurley Medical Center House Staff Association shall control. If none, all requirements in the policy shall be in full force.

Related standard practices:

- *Hurley SP 0035 Family and Medical Leave Act*
- *Hurley GME SP D10 Leave of Absence Policy for Resident Physicians and Fellow (Vacation, Personal, Wellness, and Sick Days)*