

DEPARTMENTAL POLICY		DEPARTMENT(S):	REVISION #:	POLICY #:
BASSETT MEDICAL CENTER		Medical Education	7	015-GME
SPONSORED BY:	PREPARED BY:	APPROVED BY:	DATE ISSUED:	EFFECTIVE DATE:
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Leave of Absence During Training				1 of 3

KEYWORDS

1. Leave
2. FMLA
3. PFL

A. GENERAL POLICY STATEMENT

Bassett Medical Center (Bassett) recognizes that over the course of postgraduate training, circumstances may dictate the need for a trainee to request a leave of absence or time off for professional or medical needs. Such requests, although temporary, may be lengthy and result in a loss of educational time from the program. It is the intent of Bassett to work with trainees to develop leaves of absence and extensions of programs that will meet both the trainees' personal and educational needs. Bassett recognizes the importance of the national Family and Medical Leave Act of 1993 (FMLA) and New York State Paid Family Leave (PFL).

B. SCOPE

This policy applies to all postgraduate trainees in residency and fellowship training programs sponsored by Bassett.

C. ACCOUNTABILITY

The Residency and Fellowship Program Directors, in conjunction with the Director and Administrative Director of Medical Education, will be responsible for the administration of this policy.

D. POLICY ELEMENTS

1. All requests for leaves of absence will be made in writing and presented to the Program Director as soon as possible for review and approval. Parental requests must be made at least one month prior to the start of the leave.
2. The Program Director will review and approve the request with the trainee and determine how much additional time will be necessary, if any, in order for the trainees to meet the educational goals and objectives of the program and qualify for board eligibility. The restructuring of the trainee's academic year to meet residency and board eligibility requirements due to a leave of absence will be provided to the resident/fellow in writing via email.
3. Professional Leave: Up to four days in the trainee's terminal year may be allowed informally as career leave days after advance arrangements have been made with the Program Director and Attending Physician in charge of the trainee's service rotation for the purpose of interviewing for fellowship or practice positions. Requesting trainees must work out coverage plan with the supervising physician for the day selected. Days not used by June 1 will be forfeited.
4. Sick Day: Trainees must notify the chief resident, program director, or program office as dictated by program policy when requesting a sick day. Illnesses that remain unresolved after seven days will need to be reevaluated on a weekly basis while the disability program is in effect.

5. Medical, Parental and Caretaker Leaves

- a. The Resident/Fellow will apply for both Family and Medical Leave (FMLA) and New York State Paid Leave (PFL) through the Bassett Human Resources Department.
- b. The Resident/Fellow will apply for New York State Disability Benefits if applicable.
- c. Per the ACGME Institutional Requirements IV.H., a minimum of six weeks of approved leave for qualifying reasons that are consistent with FMLA and/or PFL is available at least once at any time during training starting the first day of employment. If the leave period is less than six weeks, then those remaining weeks are available for use at another time during the program in the same academic year. The one-week reserve time cannot run concurrent with the first approved six weeks leave of absence.
- d. Per the ACGME Institutional Requirements IV.H., 100% salary for the first six weeks of the first approved leave will be given as indicated below.
- e. Per the ACGME Institutional Requirements IV.H., the resident/fellow will have a minimum of one week paid time off reserved for use outside of the first six weeks of the first approved leave in the same academic year.
- f. Per the ACGME Institutional Requirements IV.H., continuation of health and disability insurance benefits for the resident/fellow and their eligible dependents during an eligible approved leave. Bassett Human Resources will supply the resident/fellow with these options.

Medical Leave - Extended Illnesses:

- Leave, under the provisions of the FMLA and/or PFL will be granted using a combination of disability pay, PFL, paid time off (PTO) and sick time will be used to meet the 100% salary requirement during the disability period. Any gap in salary for the disability period will be covered by Bassett Medical Center. One week of paid time off (PTO) will be reserved for use outside of the disability period of the first six weeks for the first approved leave of absence as indicated above.
- Extended Illnesses: Stipends as listed above, will continue for up to 180 consecutive days of extended illness. Circumstances of the illness and the appropriateness of continuing full stipend will be reviewed by the Administrative Director of Medical Education, Vice President (VP) for Human Resources (HR) and the Program Director after 30 days and again after 60 days, 90 days, and 120 days.
- Claims for Long-Term Disability benefits will be initiated as soon as it appears likely that the illness will extend beyond six months. The Long-Term Disability coverage excludes absences which are caused by pre-existing conditions during the first 11 months one is enrolled. There is no waiting period for new illnesses or injuries.

Maternity Leave:

- Leave, under the provisions of the FMLA and/or PFL will be granted using a combination of disability pay, PFL, paid time off (PTO) and sick time will be used to meet the 100% salary requirement during the disability period. Any gap in salary for the disability period will be covered by Bassett Medical Center. One week of paid time off (PTO) will be reserved for use outside of the disability period of the first six weeks for the first approved leave of absence as indicated above.
- The trainee and her practitioner will determine when to stop working. However, if the individual has excessive absences during pregnancy, or is otherwise unable to work productively, the Program Director can require that she stop working earlier than planned.

- Leave beyond the disability period will be granted by the Program Director and the Administrative Director of Medical Education under the provisions of the FMLA and/or PFL.

Paternity, Adoptive/Foster Care, Caregiver Leave

- Leave, under the provisions of the FMLA and/or PFL will be granted using a combination of PFL, paid time off (PTO) and sick time will be used to meet the 100% salary requirement for the first six weeks of the first approved leave. Any gap in salary for the first six weeks of the first approved leave will be covered by Bassett Medical Center. One week of paid time off will be reserved for use outside of the first six weeks of the first approved leave of absence as indicated above.
6. Responsibilities of Postgraduate Trainees: Trainees are expected to keep the Program Director informed during leaves and of the date of their expected return.
 7. Responsibilities of Program Directors: Program Directors are expected to communicate regularly with trainees on leave and to work with the trainee to address issues regarding restructuring of programs fairly and in a timely fashion.

E. COMMUNICATION

The Administrative Director of Medical Education will be responsible for communicating revisions to this policy via email to the stakeholders.

F. DISTRIBUTION

Policy will be placed online in the electronic Graduate Medical Education Policy Manual.

H. REVISIONS

It will be the responsibility of the Administrative Director of Medical Education in conjunction with the GMEC to review and initiate changes in this policy on at least a two-year cycle.

5/30/2001; 9/14/10; 11/14/13; 2/16/17; 2/21/19; 3/18/21; 5/19/22