



**GRADUATE MEDICAL EDUCATION COMMITTEE POLICY NO. 03**

- A. SUBJECT: Absence from Graduate Medical Training
- B: EFFECTIVE DATE: March 21, 2018 (R)
- C: POLICY: Policy on Leave or Request for Absence

The University of Virginia Health System shall seek to provide its residents and fellows (hereinafter "Trainees") with appropriate time off to ensure the Trainee's well-being and to comply with the Accreditation Council for Graduate Medical Education (ACGME) requirements. Furthermore, any time away from training must adhere to department program policies and specific specialty/subspecialty board requirements.

D: PROCEDURE:

All GME Programs must have a policy on Leave of Absence, and all such policies must be consistent with the GME Institutional Policy. Program Directors must approve all leaves of absence. All leaves of absence must be reported in New Innovations within 30 days of the planned absence. Any leave of absence resulting from a Disciplinary Action, an Administrative Leave, or any leave requiring an extension of the training period must be reported to the Office of Graduate Medical Education (GMEO).

Unexcused Leave of Absence is defined as an absence from duty not approved by the Program Director. Disciplinary or remedial action resulting from an unexcused leave of absence shall be at the discretion of the Program Director based on individual Department and/or RRC regulations.

Vacation Leave: The GMEO recommends that Trainees be provided fifteen business days of vacation time per academic year (unless otherwise specified by their Program Director). Vacation time does not carry forward, although exceptions can be made on an individual basis when specifically allowed by Trainee's certification board and approved in advance by program director.

Professional Leave: This leave is determined and granted by the individual Program Directors. Time spent attending professional meetings, job or fellowship interviews, or taking board examinations or other examinations is not counted as vacation if the activity is approved by the Program Director.

Sick Leave: Trainees are provided up to fourteen calendar days per academic year of paid sick leave, inclusive of time needed for mental health. Beyond this, exceptional cases will be considered on an individual basis. In this regard, up to twenty-eight calendar days of additional paid leave time *may* be granted in cases of unusual illness or disability. Such additional leave would be granted through the Office of Graduate Medical Education only when the Program Director, DIO, or GME Office deem it acceptable. Paid sick leave does not carry forward.

Maternity Leave: Maternity leave is granted as 4 paid, consecutive weeks of exceptional leave, plus any remaining unused annual sick leave or annual vacation time. The total leave period must be approved by the Program Director who must communicate this to the GMEO (N.B. Trainees wishing to add a new baby or new adoptee to their University-sponsored health insurance plan, must call Human Resources within thirty days after birth or formal adoption to add the new child to the health insurance plan.)

Paternity Leave: Paternity leave may be granted as one paid week (seven consecutive days) of exceptional leave, plus any remaining unused sick time or unused annual vacation time. The total leave period must be approved by the Program Director who must communicate this to the GMEO.

Adoption Leave: Adoption leave may be granted as 4 paid, consecutive weeks of exceptional leave for the primary care giver, plus any remaining unused sick time or unused annual vacation time. The total leave period must be approved by the Program Director who must communicate this to the GMEO.

Family and Medical Leave: The Health System provides family/medical leave of absence in accordance with the Family and Medical Leave Act of 1993 to eligible employees. Information related to the policies and procedures for securing such leave can be found in Medical Center Policy #600 accessed through the Repository for Medical Center Policy. The total leave period must be approved by the Program Director who must communicate this to the GMEO.

Military Leave – The Health System shall provide the Trainee with the necessary time off from training if called upon by the government for service in the U.S. Armed Forces. For a Trainee in good standing, re-entry into the program upon completion of any military time shall be guaranteed by the residency program in which the trainee was granted the leave of absence. The postgraduate level at which the trainee returns to the program shall be at the discretion of the Program Director. The total leave period must be approved by the Program Director and communicated to the GMEO.

Administrative Leave – The Health System provides Administrative Leave in accordance with Medical Center Policy #600.

**Additional Time for Completing Board Requirements:** In the event that additional training time is required to meet Board eligibility requirements (due to leave or other circumstances) the Trainee must be reappointed, with pay and benefits to continue for the extension.

Revised/Approved, Graduate Medical Education Committee, 02/16/2005,  
Revised/Approved, Graduate Medical Education Committee, 2/20/2008  
Revised, GMEC Policy Subcommittee, 1/12/2012  
Revised, GMEC Policy Subcommittee, 3/7/2012  
Reviewed/Approved, GMEC, May 16, 2012  
Revised, GMEC Policy Subcommittee, 12/10/2013  
Reviewed/Approved, GMEC, 12/18/2013  
Revised/Approved, GMEC, 02/15/2017  
GMEC Policy Subcommittee Reviewed/Revised, March 13, 2018  
GMEC Approved, March 21, 2018