

Trainees may take additional time for bereavement with the approval of their Program Director by applying sick or vacation time towards that leave.

For the purpose of Bereavement Leave, Immediate Family Member includes a) parents, including step-parents, in-laws and *in loco parentis* (a person who stood in place of parent); b) spouse; c) children, including step-children, foster children, sons-in-law, daughters-in-law; d) siblings, including step-siblings, siblings-in-law; e) grandparents and grandchildren; f) any person living in the trainee's household.

- b) Caregiver Leave:** Trainees may utilize this category of leave to care for a child, spouse or parent with a Serious Health Condition as outlined in Medical Center Policy HR-600.
- c) Family and Medical Leave:** Family and Medical Leave, including Military Caregiver Leave and Qualified Exigency Leave, is federally mandated, job-protected leave which is available for Trainees who have been employed by the sponsoring institution for at least 12 months. Please see Medical Center Policy HR-600 for details.
- d) Medical Leave:** Trainees may utilize this category of leave to take time off due to extended personal illness, medical procedure, disability or other Serious Health Condition as outlined in MC Policy HR-600.
- e) Paid Parental Leave:** Trainees may utilize this category of leave within 6 months of the event (birth, adoption, or placement).
 - Trainees who have been employed for at least 12 months prior to the start of PPL are eligible for up to 8 weeks of paid leave. Trainees with less than 12 months of employment prior to the start of PPL are eligible for up to 6 weeks of consecutive paid leave.
 - PPL may be taken consecutively or may be taken in two 4 week blocks for those eligible for a total of 8 weeks of PPL, or two 3 week blocks for those eligible for a total of 6 weeks of PPL.
 - PPL must be taken within 6 months of the event
 - PPL can be taken once in a 12-month period and only once per child.
 - PPL is separate from vacation and sick leave (i.e., trainees may take vacation time in addition to approved PPL time).
 - PPL must be requested via the attached form, submitted to Program Director for approval and signature and then to the GMEO and should be requested at least 3 months prior to the birth, adoption, or placement of a child, if possible.
 - If both parents are eligible trainees, both parents are eligible to take PPL. However, the GMEO requests that both parents not take simultaneous PPL if both parents are being trained in the same program.
 - Trainees who have been employed for 12 months or longer are required by MC policy to also apply for FML which runs concurrently with their PPL (see below).
 - PPL may be used when a Parent loses an infant during birth or whose infant survives for only a short period of time following birth. Both or either parent may take either eight (8) or six (6) weeks of PPL depending on length of employment to date.
- f) Professional Leave:** Each training program should have its own written professional leave policy to cover attendance at off-site conferences, research time, and other scholarly activities away from the Hospital and in accordance with any Medical Center, GMEC, or ACGME policies.
- g) Routine Medical Appointment:** Trainees are encouraged to prioritize their own well-being by seeking necessary and proactive care. The ACGME requires that no resident or fellow should have to arrange their own coverage to seek or attend an appointment for medical or mental health. It is an expectation that programs will provide coverage for trainees' routine medical appointments when they are provided reasonable notification. In some instances, medical appointments qualify for FML. Please refer to Medical Center Policy HR-600.

- h) Sick Leave:** Trainees are provided up to 14 calendar days per academic year of paid sick leave, inclusive of time needed for mental health. This leave type is for unexpected illnesses of short duration. See Medical/Caregiver Leave for additional options.
- i) Vacation Leave:** Trainees must be provided a minimum of 15 business days of vacation time per academic year. 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 the Program Director.
- j) Religious Holidays:** When requested, a Trainee should be granted time off to observe a religious holiday consistent with these policies: <https://eocr.virginia.edu/staff-religious-accommodations>.¹ The days taken off will be counted against the trainee's vacation days.

3. Other Considerations

- a) 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 stipend and benefits covered by the GME Office to continue for the extension.
- b) Unexcused Leave of Absence:** Disciplinary or remedial action resulting from any unexcused leave of absence shall be at the discretion of the Program Director based on individual Department and/or accreditation requirements and regulations, and in consultation with the Designated Institutional Official.
- c) Timely Notice of Leave Impact:** The program is required to notify the Trainee if any given leave impacts the Trainees' ability to satisfy requirements for program completion or Board eligibility at the initial discussion of leave with the Trainee.
- d) Training program Leave Policy:** Every training program in the Medical Center must have its own Leave Policy which must acknowledge compliance with that program's Board requirements.

¹ A reasonable workplace accommodation is a modification to an Employee's work or environment to enable the Employee to participate in their religious practice or belief which does not cause an Undue Hardship to UVA operations or activities. UVA is committed to providing accommodations, upon request, to ensure access to employment opportunities, benefits, programs, and services to all employees who have sincerely held religious beliefs. However, reasonable religious accommodations are not required or permitted when such accommodation would cause Undue Hardship, violate other laws, or interfere with the safety and security of UVA or its operations. Undue Hardship is a burden that would result in substantial increased costs in relation to UVA's business. Undue Hardship must be based on an individualized assessment of current circumstances that show that a specific reasonable accommodation would cause such burden or expense.

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
GMEC Policy Subcommittee Reviewed/Revised: December 11, 2018
GMEC Policy Subcommittee Reviewed/Revised: January 8, 2019
GMEC Reviewed/Approved: January 16, 2019
GMEC Policy Subcommittee Reviewed/Revised: February 12, 2019
GMEC Policy Subcommittee Reviewed/Revised: March 10, 2020
GMEC Approved: April 15, 2020
GMEC Policy Subcommittee Reviewed/Revised: July 14, 2020
GMEC Reviewed/Approved: July 15, 2020
GMEC Policy Subcommittee Reviewed/Revised: August 11, 2020
GMEC Reviewed/Approved: August 19, 2020
GMEC Policy Subcommittee Reviewed/Revised: March 8, April 12, & June 14, 2022
GMEC Reviewed/Approved: June 15, 2022
GMEC Reviewed and approved: July 19, 2023
GMEC Policy Subcommittee Reviewed/Revised: November 14, 2023
GMEC Approved: November 15, 2023

**LEAVE WORKSHEET (for PPL, Medical and Caregiver Leave Requests)
Completed by Trainee and Program Director, returned to GME**

Trainee Name		
Program		
Purpose of Leave Requested		
Leave Start Date*	Leave End Date*	Number of weeks requested

Will you have been employed with the Medical Center/University for at least 12 months prior to taking the requested leave? YES NO

How much leave of any type (vacation, sick etc) will you have *already taken* in this current academic year when you begin this requested period of leave? _____

Does your program lead to Board Certification? YES NO

TRAINEE AND PROGRAM: PLEASE REVIEW YOUR BOARD’S WEBSITE FOR INFORMATION ON HOW MUCH TIME CAN BE TAKEN OFF EITHER IN EACH YEAR, AND OR IN TOTAL BEFORE TIME IS OWED BACK TO THE PROGRAM. PLEASE INDICATE THAT ALLOWANCE HERE:

PROGRAM DIRECTOR - DOES THIS LEAVE TRIGGER AN EXTENSION OF TRAINING? YES / NO

If yes, how much time? _____

Trainees owing back time must be reappointed and re-contracted for the make-up time, which is paid with benefits.

- Programs must follow relevant requirements to request complement increases (GMEC/ACGME) if a trainee’s make-up time results in a training extension

Program Director Signature Date

My signature indicates that I have read the leave policy and that I have been informed about the possible impact this leave has on any program and Board eligibility requirements, including my graduation date.

Trainee Signature Date

*The policy recognizes that leave needs and dates are subject to change.

Program must retain a copy of this application and ensure that leave dates are correctly recorded in New Innovations. Please forward a copy of this application to GME/ DIANE FARINEAU (DWF4H@uvahealth.org)