

## GRADUATE MEDICAL EDUCATION LEAVE POLICY

### Orthopaedic Surgery Residency Program

- A. Subject**                               Vacation and Leaves of Absence from Graduate Medical Training
- B. Effective Date:**                     July 1, 2023

#### **C. Policy Statement**

In collaboration with the Sponsoring Institution (University of Virginia Medical Center), the **UVA Orthopaedic Surgery Residency Training Program** seeks to provide its Trainees with appropriate time off to ensure the Trainee's well-being and to comply with the sponsoring institution's policies and applicable requirements for accreditation and board certification.

This **UVA Orthopaedic Surgery Resident** Leave Policy, following all ACGME leave requirements and institutional requirements, outlines various types of leave available to Trainees and the rules and policies governing those leaves of absence. **Trainees are provided with a minimum of six paid weeks of approved medical, parental or caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws, at least once and at any time during an ACGME-accredited program, starting the day the Trainee is required to report. In the academic year in which a Trainee takes those six weeks, they are also able to use one additional paid week of leave outside of the approved six weeks.**

The policy contains a worksheet application required for any medical, caregiver or parental leave-type requests. The purpose of the worksheet is for the Trainee and UVA Orthopaedic Surgery Residency Program to mutually review and discuss the proposed leave in advance to understand any impact an extended leave might have on the meeting program and board eligibility requirements. This step is required by the ACGME. Trainees must otherwise follow all individual program requirements surrounding leave requests and notifications.

#### **D. Procedures**

##### **1. Requests for Leave**

- a) Trainees must submit requests in accordance with Program and Medical Center procedures and policies. Trainees should submit leave requests in a timely fashion, especially if rotating on another service and coverage must be arranged.
- b) All leaves of absence must be reported in New Innovations within 30 days of the planned absence.
- c) Leaves of absence resulting from a Disciplinary Action must be coordinated with and reported to the GME Office (GMEO) per GMEC Policy 31.
- d) Residents should discuss time off with their Program Director and the faculty on the service on which they are scheduled, and once approved there they should submit a leave request via the Resident Leave Request form which is online under Resident Resources. <https://med.virginia.edu/orthopaedic-surgery/orthopaedic-education/residency-program/resident-resources/>
- e) Unexpected leave of absence requests such as for acute illness, family emergency, and bereavement should be communicated with the Program Director either in person, by email or via text.

##### **2. Leaves Available for Trainees**

- a) **Bereavement Leave:** GME Trainees may take up to 7 days of paid Bereavement Leave in the event of an Immediate Family Member's death. Bereavement Leave may also be taken for pregnancy loss:
  - A Parent who experiences a pregnancy loss prior to twenty (20) weeks gestation is eligible for 7 days of Paid Parental Leave.
  - A Parent who experiences pregnancy loss at twenty (20) weeks gestation or beyond and prior to delivery is eligible for 4 weeks of Bereavement Leave.

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. Trainees' health and disability insurance benefits (for themselves and covered dependents) will be extended for a minimum of six weeks for approved Caregiver Leave.
- 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 Conditions as outlined in MC Policy HR-600. Trainees' health and disability insurance benefits (for themselves and covered dependents) will be extended for a minimum of six weeks for approved Medical Leave.
- 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 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 six (6) or eight (8) weeks of PPL depending on length of employment to date.

- Trainees' health and disability insurance benefits (for themselves and covered dependents) will be extended for a minimum of six weeks for approved Parental Leave up to eight weeks.

f) **Professional Leave:**

**ORS/AAOS Annual Meeting Leave**

The following residents who meet the below criteria are eligible to attend the AAOS Annual Meeting

- Chief residents
- Podium presenters
- Members of AAOS resident committees
- No PGY-1 and PGY-2 residents may attend unless they are primary podium presenters or have special approval from the program director.
- Residents on night float may not attend
- A resident may attend the ORS or the AAOS but not both.
- At least two PGY-3 and two PGY-4 residents must be available at UVA during this week.
- Note that leave for the AAOS meeting is applied toward the 5 days of conference leave.
- Any PGY-1 through PGY-4 resident who attends the meeting (presenting a paper) must provide a detailed report of their educational experience during their time at the AAOS or ORS. This will include a daily description of all seminars and ICLs attended. This report will be due one week after the AAOS. If a resident attends the ORS or the AAOS and does not dedicate time to the educational experience or their report is inadequate; they will lose future conference time.

**Criteria to attend the ORS/AAOS Annual Meeting**

- Resident is in good standing with the program and is not actively under probation or remediation.
- Duty hours up-to-date and no violations
- Case logs are up-to-date
- <3 Citations accumulated throughout year
- OITE remediation has been completed
- Mandatory resident research requirements have been completed
- Resident has not used allotted conference time and has otherwise abided by the leave policy as outlined
- Chief-specific criteria
- Resident must be on track to graduate at year-end.
- ACGME minimum case requirements are met or the resident is clearly on track to meet requirements to graduate

**PGY-5 ABOS Review Course**

- PGY-5 residents will have the option to attend the AAOS Review Course or the Miller Review Course.
- Three PGY-5 residents will choose one course while two will choose the other.
- If the residents cannot decide which course to attend, then this will be done randomly by the program director.
- Residents are not required to attend a review course. However, the money allocated for an ABOS review course (\$2000) cannot be used for other activities.

**Fellowship interviews during PGY-4**

- As most residents pursue fellowship training, we recognize the need to schedule multiple fellowship interviews. This obviously puts a strain on the residency as many members of the PGY-4 class take leave in a condensed amount of time.
- PGY-4 residents interviewing for fellowships should be judicious when scheduling vacation during the second half of the year. Professional leave exceeding five days will count against personal time off.

### Interns

- Interns will travel to the OTA Resident Fracture Course in the Spring of their Intern year.
- 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. Residents should notify colleagues on service as well as their attending physicians on service of any planned or emergent medical situation that will take them away from patient care assignments. There are other trainees on each service that will help cover routine and emergent needs. 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 the certification board and approved in advance by the Program Director. Residents may receive an additional week of holiday leave in December based on scheduling requirements and needs. This will be coordinated by the Administrative Chiefs and approved 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>.<sup>1</sup> The days taken off will be counted against the trainee's vacation days.

### 3. Contingency Plans and Coverage

Trainees are not responsible for arranging coverage for a leave of absence in emergent situations. Program leadership will make these arrangements on a case by case basis.

### 4. Certification Board Policy on Leave of Absence

The ABOS and ACGME are merging case logging and schedule reporting in order to ensure meeting the requirements for successful completing of the program and ability to take and pass the Boards. The

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<sup>1</sup> 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.

Clinical Competency Committee (CCC) will determine the need for any make-up time and may extend the training if your fellow's leave of absence resulted in inadequate performance in any of the core competency areas.

Per [the ABOS' time requirements for board certification](#), one year of credit must include no more than 50 weeks of full-time graduate medical education per year; and at least 46 weeks of full time graduate medical education per year; averaged over five years. Graduation prior to 60 months from initiation of training is not allowed.

## 5. Other Considerations

- a) **Stipend and Benefits during 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 a 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.

**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			
<b>Leave Start Date*</b>	<b>Leave End Date*</b>	<b>Number of weeks requested</b>	

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](mailto:DWF4H@uvahealth.org))**