



Graduate Medical Education Policy

Approved by the GMEC Committee on February 22, 2022

Effective Date: February 22, 2022

Review Date: February 22, 2022

Next Review Date: February 2024

Policy Title: Resident and Fellow Parental Medical and Caretaker Leave of Absence Policy

Purpose: To describe the methods of Parental, Medical and Caretaker Leave of Absence for residents and fellows.

Resident and Fellow Parental, Medical and Caretaker Leave of Absence

Individual residency and fellowship programs (hereto referred to as PROGRAMS) must submit its parental, medical, and caretaker Leave of Absence policy to the GMEC for approval. The GMEC will monitor on a semi-annual basis each program's implementation and compliance with the policy. The resident council will report any alleged non-compliance of the policy to the GMEC.

The sponsoring institution will ensure available clinical resources to support the well-being of residents (the term RESIDENTS include fellows) relating to parental, medical and caretaker leaves of absence by residents. Programs may need to adjust curriculum, block schedules, call schedules, etc. to assure resident duty hour compliance when leaves of absence materially affect the program. The Institution will provide assistance to programs if needed in developing a process to assure resident well-being throughout leaves of absence.

All programs must provide the leave of absence policy to all applicants.

Resident contracts/agreements must contain or refer to the program's leave of absence policy.

Each program's leave of absence policy must contain at a minimum the following:

A maximum of 6 weeks of approved leave(s) may be taken for qualifying reasons that are consistent with applicable Oklahoma law at least once and at any time during the program beginning the day the resident is required to report to the program.

Requests for a leave of absence must be submitted in writing and include the reason for the request. The program director and the Designated Institutional Official ("DIO") must determine if the request qualifies for a leave of absence and may grant or deny the request, in consultation with each program's human resource department, as appropriate. For emergency situations retroactive approvals of leaves of absence may be considered. If a request is denied, residents may appeal the decision to a panel of GMEC members appointed by the DIO.

Full salary and benefits will continue during the approved time of the leave of absence. Any leave of absence approved by the program director and the DIO that exceeds six weeks, in accordance with the Family and Medical Leave Act, during the duration of the program will be without salary, but benefits may continue.

The minimum duration of leave for each request will be restricted to two weeks and a maximum of two separate leaves of absence will be allowed during the training program. If the full 6 weeks of leave are taken during one training year, an additional one week of PTO may be taken as vacation time. If fewer than six weeks of leave are taken at one time during the year, the allowable weeks of time for leave plus vacation are as follows: five weeks leave and one weeks' vacation; four weeks leave and one week vacation; three weeks leave and two weeks' vacation; and two weeks leave and three weeks' vacation.

Leaves of absence of six weeks or shorter will not result in an extension of the training duration. If the resident satisfactorily completes all the requirements of the program and is determined by the program director and clinical competency committee ready to enter unsupervised practice, the duration of training required by the ACGME will not be extended as a result of taking an approved leave of absence of 6 weeks or less. All leaves of absence beyond 6 weeks will add additional time to the training duration.

Programs must confirm and record annually that each resident has received and reviewed the institutional and program leave of absence policies. The program coordinator for each program must keep an accurate record of all paid time off for each resident, including leave of absences and allowable holidays according to institution and program policy. This record must be reviewed and approved by the program director at least semi-annually.

Nothing contained herein or in any program's leave of absence policy shall relieve each program from its obligations to accordance with the Family and Medical Leave Act