

**INOVA FAIRFAX MEDICAL CAMPUS
GRADUATE MEDICAL EDUCATION POLICY**

Institutional Policy on Resident Leave

I. Purpose:

To establish a policy that outlines leave for residents and fellows.

II. Scope:

This policy will apply to all residents and fellows participating in post-graduate training programs at Inova Fairfax Medical Campus.

III. Responsibilities/Requirements:

A. **Sick Leave:** Paid Sick Leave is provided to house officers in the amount seven (7) calendar days within a year's contract period. Sick Leave does not carry forward.

B. **Family and Medical Leave:** Family and Medical Leave for house officers complies with the Family and Medical Leave Act. It allows for up to 12 weeks of paid (sick or vacation) and/or unpaid leave within the guidelines of the Act. Residents must consider the potential effect of prolonged leave on training completion as required by the ACGME, and on eligibility for board certification (see the AMA's Directory of Graduate Medical Education for minimum training months required for boards eligibility). Residents contemplating leaves of absence should consult their Program Directors about these issues.

C. **Vacation:** Residents receive 4 weeks of paid vacation per academic year. Additional compensation is not provided in lieu of vacation not taken. Vacation time may not carry forward.

D. **Holiday Time/Compensatory Time:** If a resident is assigned to duties on one of the six national holidays observed by Inova Fairfax Medical Campus, no compensatory time may be accumulated.

E. **Professional Leave:** Each residency program has its own written professional leave policy, which covers attendance at off-site conferences, research time and other scholarly activities away from the Hospital.

F. **Educational Training Leave:** All residents are eligible for one month of educational training leave to be taken at a time and place agreed upon with the Program Director. This is most often in the final year of the residency program. Salary and Benefits will be paid during that month. The Residency Program Director or the GME office may be contacted for additional information.

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- G. **Leave of Absence:** Residents may request a leave of absence from their Program Director. The decision to grant the leave will be reviewed by the program director and the Director of Graduate Medical Education. Part of the review will be based upon the impact of this leave on the residency program and on the resident's ability to complete the required months of training as set forth by the RRC and the specialty Boards.
- H. **Bereavement Leave/Family Medical Leave:** A resident may be allowed up to three (3) days of Bereavement Leave for the death or serious illness of a family member. This leave will be subtracted from the resident's Sick Leave. Residents who complete one (1) year of service and 1,250 hours of employment may apply for Family Medical Leave. Consult the Human Resources Department and your Program Director for additional information.

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**INOVA FAIRFAX HOSPITAL/INOVA FAIRFAX HOSPITAL FOR CHILDREN
FAMILY AND MEDICAL LEAVE GUIDELINES**

I. Guidelines

The Inova Fairfax Hospital Graduate Medical Education programs provide eligible house officers with up to 12 weeks of paid or unpaid family and medical leave due to the birth of a child or the placement of a child with the house officer for adoption or foster care; because the house officer is needed to care for a family member (spouse, child, parent) with a serious health condition; or because the house officer's own serious health condition makes him/her unable to do his/her job. This is applicable to all housestaff regardless of funding source.

II. Application of Guidelines

A. Time frames: Eligible house officers may take up to 12 weeks of family and medical leave in a calendar year. When family and medical leave is taken for the birth of a child, the leave may be taken before and/or after the birth, but is not to exceed a total of 12 weeks and must be taken within 12 months of the birth of the child. When leave is taken for the placement of a child with the house officer for adoption or foster care, it must be taken within 12 months of the date of placement.

B. Eligibility: To be eligible for guaranteed family and medical leave, a house officer must satisfy the following: 1) have been employed by the Inova Fairfax Hospital for at least 12 months; and 2) have worked for the Inova Fairfax Hospital at least 1250 hours during the 12 month period prior to the start of the leave.

PGY-1 house officers are **not** eligible for family and medical leave, as they have not been employed for the past 12 months. A PGY-1 house officer is only eligible for sick leave (as medically dictated) up to 7 calendar days. A house officer may use any unused vacation time (up to 4 weeks or 28 days) for other personal needs.

C. Use of leave: House officers have the option of using paid leave, as appropriate under each particular leave policy, for all or part of the absences covered under family and medical leave. House officers are strongly encouraged to use vacation time and sick leave (sick leave can only be used for the period defined as medically disabling) because failure to do so might jeopardize the timely completion of their program or their ability to sit for their specialty board examination. If additional time is needed after vacation and sick leave is exhausted, then the house officer will be placed on leave without pay. House officers are responsible for contacting the personnel officer concerning the maintenance of their health care coverage while on leave without pay. Whatever type of leave or combinations of leave used for the purposes of family and medical leave should not exceed a total of 12 weeks per

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calendar year. **NOTE: Other leave policies have not changed as a result of these guidelines.**

- D. **Restricted Use of Leave:** When both parents of a child work for Inova, the total amount of leave requested by both employees is limited to a combined total of 12 weeks in a 12 month period when the leave is for the birth, adoption or foster care placement of a child with the house officer or for the care of a child. This limitation does not apply if the leave is taken due to the house officer's; own serious health condition or to care for the other spouse, or parent (not in-law) with a serious health condition. Family and medical leave may not be used for non-serious personal illnesses or to care for a family member with a non-serious illness (such as cold or flu, etc.).
- E. **Notification of Use of Family and Medical Leave:** House officers should provide at least 30 days advance written notice before family and medical leave is to begin, if the need for leave is foreseeable, such as an expected birth, adoption, or planned medical treatment. If emergencies or unforeseen events preclude such advance notice, the house officer should give notice as soon as practical under the circumstances. Because some rotations may involve risks to a fetus, pregnant house officers should contact their program directors promptly regarding such risk. The risk is usually greater in the first weeks of gestation. Therefore, timely pregnancy testing and notification is important in reducing or avoiding such risk.
- F. **Medical Certification:** Medical certification for an employee's own serious health condition or for a family member's serious health condition is required before family and medical leave is granted.

III. Reinstatement to the House Staff Program

Promotion of the house officer to the next level is subject to meeting the existing academic requirements of the program. An appropriate plan to "make up" training time lost due to use of family and medical leave will be determined by the Program Director.

If "make up" training occurs in a fiscal period different from that when the leave is taken, funding must be carried forward to the next fiscal year. Funding will not be provided by Inova unless there is prompt notification in writing and written approval by the Director of Graduate Medical Education.

IV. House Staff Responsibility

It is the responsibility of the house officer to contact the American Board of Medical Specialties and their program director to discuss ramifications of leave on their ability to sit for the specialty

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boards and to complete their residency on time. The ABMS limit regarding time away from a House Officer's residency training program should serve as the ultimate authority and shall supersede any Institutional or Hospital policy regarding Leave.

V. Authority and Interpretation

The Graduate Medical Education Committee is responsible for official interpretations of these guidelines and reserves the right to revise or eliminate these guidelines as necessary. Questions regarding the application of these guidelines should be directed to the Director of Graduate Medical Education.

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INOVA HOUSE OFFICER MEDICAL AND FAMILY LEAVE REQUEST*

NAME _____

SS# _____ - ____ - _____

PROGRAM _____

PGY LEVEL _____

REASON FOR LEAVING _____

DATES REQUESTED

SICK LEAVE FROM _____ TO _____

ANNUAL LEAVE FROM _____ TO _____

LEAVE W/O PAY FROM _____ TO _____

SIGNATURE

DATE

Are there any fiscal implications? _____ Yes _____ No

If so, What are they? _____

Approved/Not Approved

Program Director

Date

Director, Graduate Medical Education

Date

*Please note that this form must be completed in addition to a request and medical certification form from Human Resources.
