

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

Institutional Policy on Resident Leave

I. Purpose:

To establish a policy that outlines all forms of leave for house officers and provides accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a house officer's eligibility to participate in examinations by the relevant certifying board(s).

II. Scope:

This policy will apply to all House Officers participating in post-graduate training programs sponsored by Inova Fairfax Medical Campus.

III. Definitions:

House Staff/House Officer – refers to all interns, residents and fellows enrolled in a post-graduate training program.

Post-graduate Training Program – refers to a residency or fellowship educational program.

IV. Types of Leave:

A. **Sick Leave:** Paid sick leave is provided to house officers in the amount of even (7) calendar days per academic year. Sick leave does not carry forward to the next academic year.

B. **Family and Medical Leave:** House officers who complete one (1) year of service and 1,250 hours of employment may apply for Family Medical Leave. The Family and Medical Leave Act allows up to 12 weeks of leave within the guidelines of the Act (See Family and Medical Leave Act Policy #4014). Consult the Human Resources Department and your Program Director for additional information. The 'Inova House Officer Medical and Family Leave Request Form' must be submitted to the Graduate Medical Education Office prior to this leave.

House officers 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 board eligibility). House officers contemplating leaves of absence should consult their Program Directors about these issues.

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- C. **Vacation:** House officers 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 from one academic year to the next without approval from the Program Director and DIO.
- D. **Holiday Time/Compensatory Time:** If a house officer 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 Inova Fairfax Medical Campus.
- F. **Leave of Absence:** House officers 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 rationale for the requested leave of absence and on the resident's ability to complete the required months of training as set forth by the RRC and the specialty Boards. The 'Inova House Officer Medical and Family Leave Request Form' must be submitted to the Graduate Medical Education Office prior to this leave.
- G. **Bereavement Leave:** A house officer may be allowed up to three (3) days of Bereavement Leave for the death of an immediate family member. Bereavement leave will be managed at the departmental level.

V. Responsibilities/Requirements:

A. Reinstatement to the House Staff Program:

Prior to being allowed to return to work, a house officer wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the house officer is fit for duty. For a house officer on intermittent FMLA, such a release may be required if reasonable safety concerns exist regarding the house officer's ability to perform his or her duties, based on the health condition for which the house officer took the intermittent leave.

Promotion of a house officer previously on extended leave 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 a leave of absence will be determined by the Program Director.

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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.

B. 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 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.

C. 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 _____

PHYSICIAN ID _____

PROGRAM _____

PGY LEVEL _____

REASON FOR LEAVE _____

DATES REQUESTED

FMLA FROM _____ TO _____

LEAVE OF ABSENCE FROM _____ TO _____

HOUSE OFFICER SIGNATURE

DATE

APPROVED NOT APPROVED

PROGRAM DIRECTOR

DATE

DIRECTOR, GRADUATE MEDICAL EDUCATION

DATE

*Please note that this form must be completed **in addition** to medical certification forms which can be obtained by contacting Human Resources.