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| Policy Number: GME-403 Category: IR, PR, ** Reviewed: May 2017 |
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TITLE: Housestaff – Vacation and Leave of Absence Policy

POLICY: The sponsoring institution must provide written institutional policies on residents' vacation and other leaves of absence (with or without pay) to include parental and sick leave; these policies must comply with applicable laws. This policy must ensure that each ACGME-accredited program provides its residents/fellows with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).

DESCRIPTON:

Residents/fellows shall be entitled to leave with pay for the purpose of vacation and sick leave, depending upon the length of appointment, during the training period July 1 through June 30, as described in this section. Leave will be granted and charged in one-day increments for each workday of leave requested and approved. Each program will specify the effect of leave on promotion, eligibility to participate in examinations by the relevant certifying board and length of training. If the leave taken exceeds that which is allowed by a program, the resident may be required to extend his/her training to fulfill board requirements.

The College of Medicine recognizes a variety of categories of leave:

Vacation Leave:

Requests for vacation leave shall be submitted to, and approved by, the program director prior to the date the vacation leave is taken. Vacation leave may be advanced to residents/fellows proportionate to that person's expected period of service. All residents/fellows shall be granted 15 days of vacation leave per year of full time employment, if consistent with board requirements.

Roll-Over: Residents/fellows may be permitted to carry over up to 10 days of unused leave to a new program year, as consistent with department policy; however, vacation days cannot exceed 25 vacation days per year. All unused leave is considered non-payable leave, and there is no entitlement for lump-sum payment for unused leave upon separation or completion of training.

Sick Leave:

All residents/fellows shall accrue sick leave per year of full time employment, if consistent with board requirements. Residents/fellows shall be entitled to utilize sick leave for: time off from work because of exposure to a contagious disease that may endanger others; personal visits to doctors or dentists; and for personal illness, which includes disability caused, or contributed to, by pregnancy. Additionally, sick leave may be used in reasonable amounts for illness, injury, or death within the resident's/fellow's immediate family, as per the Family and Medical Leave Act (FMLA) guidelines. In instances of a serious medical condition of a resident/fellow or a member of the resident's/fellow's family, the resident/fellow may be eligible for an extended medical leave of absence under the (FMLA) or UF's Extended Leave of Absence program. Please see the section on FMLA, below, for more information.

Roll-Over: Residents/fellows may be permitted to carry over up to 5 days of unused sick leave to a new program year, as consistent with the department policy; however, carryover must be approved by the program director and the total amount of paid sick days per program year cannot exceed 15 sick days per year. All unused leave is considered non-payable leave, and there is no entitlement for lump-sum payment for unused leave upon separation or completion of training.

Parental Leave:

Residents/fellows may take up to 12 weeks of leave to care for a new child by birth or adoption. Paid leave during this time will be deducted through accrued sick and vacation leave. If leave exceeds paid time accrued, remainder of leave will be unpaid.

The parental leave period may begin two weeks before the expected date of the child's arrival and must occur within 12-months of the child's birth/adoption. Residents/fellows who plan to utilize parental leave are expected to notify their program director as soon as they know they will need to use parental leave, to facilitate appropriate scheduling. Complicated pregnancy or delivery will be handled in accordance with the FMLA and disability policies.

The total time allowed away from a program in any given year, or for the duration of the program, will be determined by the requirements of the specialty board involved. Any absences must be made up in accordance with specialty board policy.

Domestic Violence Leave:

Residents/fellows are entitled to up to 3 days of leave in a twelve month period if the employee or a family or household member is a victim of domestic violence. The UF fiscal year of July 1 to June 30 will be considered the 12-month period.

Activities Covered by the Leave

Domestic violence leave is permitted for the following specific activities:

- Seeking an injunction for protection against domestic violence or repeat violence, dating violence, or sexual violence;
- Obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence;
- Obtaining services from victims' services organizations such as a domestic violence shelter or rape crisis center;
- Making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator;
- Seeking legal assistance to address issues arising from domestic violence or attending or preparing for court

related proceedings arising from the act of domestic violence.

Advanced Notice: Except in cases of imminent danger to the health or safety of an employee, or to the health or safety of a family or household member, a resident/fellow seeking domestic violence leave from work must provide his/her program director advanced notice of the leave.

Residents/fellows are required to use accrued paid leave, if available, for domestic violence leave. In the event that the resident/fellow does not have sufficient paid leave days to cover the domestic violence leave, the leave time will be unpaid.

Bereavement Leave:

Residents/fellows shall submit requests for bereavement leave to their program director, who may grant up to 5 days off per fiscal year for the funeral of an immediate family member. The program shall provide 2 days of paid bereavement leave per fiscal year. If a resident/fellow requests, and is granted, more than 2 days of bereavement leave, the resident/fellow may use his/her sick or vacation leave time.

“Immediate family member” includes an employee’s spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or great-grandchild, or the grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the employee’s spouse or domestic partner, or the spouse or domestic partner of any of them. Immediate family member also includes individuals for whom the employee is the current legal guardian

Military Leave:

Absences for temporary military duty (e.g., two-week annual training) will not be taken from sick or vacation leave but will be considered leave with pay for up to 17 days per fiscal year. If activated from reserve to active duty status, the resident/fellow will receive thirty (30) days full pay before going on leave without pay. Insurance policies will remain in effect for dependents during the period of active duty for one year. Additional extensions of insurance require approval from the Graduate Medical Education Office. Any absences must be made up in accordance with the applicable specialty board policy. <http://hr.ufl.edu/benefits/leave/military-leave/>

Jury Duty Leave:

Jury duty leave must be approved by the resident's/fellow's program director in advance. Residents/fellows who are summoned to jury duty will be granted paid leave for all hours required for such duty. The University will not reimburse the employee for meals, lodging, and travel expense while serving as a juror. If jury duty does not require absence for the entire workday, the resident/fellow should return to work immediately upon release by the court. Any absences must be made up in accordance with applicable specialty board policy. A department may require the resident/fellow to provide proof of jury duty.

Court Appearance Leave:

A resident/fellow subpoenaed as a witness in a court or administrative hearing, not involving personal litigation or service as a paid expert witness, shall be granted court appearance leave. If the court appearance does not require absence for the entire workday, the resident/fellow should return to work immediately upon release by the court.

Approval: Court appearance leave must be approved by the department. Upon receipt of a subpoena, a resident/fellow must notify his/her program director. If a resident/fellow is subpoenaed, his/her department is obligated to provide paid leave, unless the subpoena is related to "Personal litigation" defined as a lawsuit in which the resident/fellow is a party. For appearances related to personal litigation, the resident/fellow must use vacation leave or leave without pay.

Holidays:

Residents/fellows shall be entitled to observe all official holidays designated by the University of Florida, except when they are on duty or call for clinical responsibilities. Residents/fellows on Veteran's Administration Medical Center (VAMC) rotations shall be entitled to observe all official holidays designated by the federal government for VAMC employees, except when they are on duty or call for clinical responsibilities. When on duty or call for clinical responsibilities on designated holidays, the assignment will be considered as part of the residency and will not result in extra remuneration. The official University holiday schedule can be found at:

<http://hr.ufl.edu/benefits/leave/holidays/>

Benefits:

While on a leave of absence, all housestaff will retain their health benefits regardless to pay status for up to the 6 months as long term disability may apply. *Some restrictions may apply depending on healthcare provider.* For more information as to benefit allocation during extended leave please contact UF Benefits at 352-273-5089.

FMLA Entitlement:

The Family and Medical Leave Act (“FMLA”) provides certain employees with up to 12 work-weeks of unpaid, job-protected leave per year and requires group health benefits to be maintained during the leave as if the employees continued to work instead of taking leave.

The University will grant an eligible employee up to a total of 12 work-weeks of unpaid leave in an FMLA Benefit Year for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- Placement of a child with the employee for adoption or foster care, and to care for the employee’s newly adopted child or child newly placed in the foster care of the employee.
- To care for the employee’s family member with a serious health condition.
- The employee’s serious health condition.

Employees may choose to use accrued paid leave instead of unpaid leave for any portion of the 12 work-weeks.

Eligibility All residents/fellows are eligible for up to 12 workweeks of FMLA leave once they have worked at the University at least 12 months (need not be consecutive) or at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

FMLA Benefit Year The University of Florida uses as its FMLA Benefit Year the UF fiscal year, which is the twelve-month period from July 1 through June 30.

Serious Health Condition Serious health condition means an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility; or
- a period of incapacity requiring absence of more than three calendar days from work, school, or other regular

- daily activities that also involves continuing treatment by (or under the supervision of) a health care provider; or
- any period of incapacity due to pregnancy, or for prenatal care; or
 - any period of incapacity (or treatment therefore) due to a chronic serious health condition; or
 - a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; or,
 - any absences to receive multiple treatments (including any period of recovery therefrom) by, or on referral by, a health care provider for a condition that likely would result in incapacity of more than three consecutive days if left.

Family Member The federal definition of “immediate family member,” for purposes of FMLA leave requests, is an employee’s spouse, children (son or daughter), and parents.

The University’s definition for “immediate family member” includes an employee’s spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or great-grandchild, or the grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the employee’s spouse or domestic partner, or the spouse or domestic partner of any of them. Immediate family member also includes individuals for whom the employee is the current legal guardian.

While use of sick leave and extended medical leaves of absence are available for employees to use for the care of family members who meet the University’s definition of immediate family member, those absences will not be designated as qualifying as FMLA leave unless the employee’s family member also meets the federal definition of immediate family member.

Requesting FMLA

A resident/fellow must provide his/her program at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the

employee or of a family member. If 30 days' notice is not practicable, notice must be given as soon as practicable.

The resident/fellow will confirm with the University's Office for Human Resources Services whether he/she is eligible for leave under FMLA. If he/she is, the University's Office for Human Resources Services will provide the resident/fellow notice of his/her rights and responsibilities and will specify any additional information that may be required to be submitted. If the resident/fellow is not eligible for FMLA leave, the notice from the University's Office for Human Resources Services will provide a reason for the ineligibility.

Completed FMLA paper work must be turned into either the program director or the University's Office for Human Resources Services. FMLA paperwork can be obtained through the GME Office or

<http://hr.ufl.edu/benefits/leave/fmla/>

Additional information:

<http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>

Extended Leave Policy:

“Extended leave” encompasses forms of leave with or without pay that last longer than 15 consecutive workdays. Extended leave may be provided for medical (self and family), parental, military, and personal reasons. Extended leave is coordinated through the GME Office in partnership with program directors.

Extended Leave of Absence with Pay:

Extended leave of absence with pay is a benefit that is afforded to residents and fellows in instance in which all sick and vacation leave hours have been exhausted, and additional time away is required because of a personal (not family) serious health condition. *Serious health condition* is classified as an illness, injury, impairment, or physical or mental condition that involves:

- any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility; or
- any period of incapacity (or treatment therefore) due to a chronic serious health condition.

Process for obtaining Extended Leave with Pay:

1. Prior to being granted Extended Leave with Pay, the resident/fellow must have exhausted all of his/her own sick and vacation time.
2. The absence must be the result of the employee's own serious health condition, not for illnesses involving family members or others.
3. Requests for Extended Leave with Pay must be submitted prior to the employee's having exhausted all of his/her own personal leave to the GME Office. Request forms can be obtained through the GME Office or sent electronically to the requested.
4. Requests will be reviewed to ensure they meet the aforementioned criteria by the Housestaff Affairs Director and DIO. A written response of approval or denial will be provided to the requested within seven business days of the request.

Extended Leave of Absence without Pay:

Requests for Extended Leave of Absence without Pay must be submitted, in writing, to the program director through the extended leave form or a letter containing:

- The purpose of the leave of absence
- The period of leave to be taken without pay.
- The number of leave hours being requested.
- A date of expected return. This date can be adjusted, either with the resident returning earlier or extending further leave without pay. If an extension is needed, the resident must write a new letter indicating the new date of return.
- A statement acknowledging the residency program may be extended as required by the applicable specialty board.

After the letter has been approved, the department in conjunction with GME will ensure paperwork and notifications are completed.

Key contacts:GME Office:

Cristin Owens, Assistant Director of Housestaff Affairs. 352-265-0787

Lisa Dixon, M.D. Associate Dean, Graduate Medical Education. 352- 265-0152

Fringe Benefits:

Corina Velasquez, Assistant Director, Human Resources: 352-265-8017

APPROVED:

Graduate Medical Education Committee