



Policy Title: Resident Caregiver Leave	
Effective Date: 7/1/2022	Last Review Date: 5/25/2023
Document Owner: Susan Schaub (VP Total Rewards)	Next Review Date: 7/1/2025
Executive Approver(s): Dr. Alwin Steinmann	

Purpose:

In compliance with the ACGME, the Resident Caregiver Leave program is intended to provide paid time off from work that can be used for personal illness, parental leave, or caregiving of dependents with serious health conditions.

Scope:

This policy applies to regular Full-Time employed Residents at Intermountain Health Peaks region hospitals. Spouses and/or LDAs who are both eligible caregivers may each take leave under this policy for the same event, however Program Director approval is required for both caregivers to be on leave at the same time.

Entity Type(s):

Peaks region hospitals

Care Site Exceptions:

None

Definitions:

Accreditation Council for Graduate Medical Education (ACGME) — accrediting body for graduate medical residency and fellowship programs.

Approved Medical Leave — a Resident and/or family member who is experiencing a serious health condition that qualifies for an approved leave of absence from work.

Full-Time — a Resident working 36 or more hours per week in a clinical or training setting providing direct patient care.

Healthy Families and Workplaces Act (HFWA) — provides Colorado employees up to 48 hours of job protected leave annually for a personal illness, to care for a family member, or to seek assistance for domestic violence.

Immediate Family Member — includes biological, adopted or foster child(ren), spouse or LDA, and parent(s).

Program Administrator — support staff for the Resident training programs.

Program Director — supervisor at Intermountain Health hospitals with oversight of one or more of the Resident training programs.

Resident — a physician who has finished medical school and is receiving training in an ACGME accredited residency or fellowship program.

Short Term Disability — employer paid benefit that provides paid time off for non-job-related personal illness or injury that prevents a caregiver from temporarily performing the essential functions of his/her job.

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The caregiver must provide proof that he/she is under regular attendance by a physician and is actively participating in treatment for the illness or injury.

Policy:

1. Caregiver Leave

- a. All Residents are expected to fulfill patient and organizational needs by participating in training as scheduled. It is recognized, however that Residents may need to take time away from training periodically to care for themselves or their dependent's well-being.
- b. Residents are eligible for Caregiver Leave beginning on the first day of employment. Caregiver Leave may be taken only one time during the training program.
- c. Caregiver Leave may be taken in full-day increments for continuous leave only. Intermittent time or partial-day time off is not permitted.
- d. Caregiver Leave provides up to 6 weeks of leave paid at 100% of salary per residency program. The Program Director may grant additional leave according to the [Family Medical Leave](#) policy and as governed by the Family and Medical Leave Act (FMLA) or other applicable federal and state laws as appropriate.
- e. Health and welfare benefits will continue during Caregiver Leave. Resident premiums for elected benefits will be deducted from pay.
- f. Residents are required to use vacation time for Caregiver Leave but must be permitted to reserve 5 days of vacation each year for use outside of Caregiver Leave. If vacation time is exhausted prior to the start of Caregiver Leave or is exhausted during the leave, the remaining leave will be paid at 100% of salary using an administrative pay code.
- g. Caregiver Leave has no cash value, is not accrued and is not paid out at the end of the training program or employment termination.
- h. Reasons for Caregiver Leave:
 - i. The birth and care of a newborn, adopted, or foster child including birth- and non-birth parents of the newborn
 - ii. The care of an Immediate Family Member with a serious health condition, including end of life care
 - iii. A Resident's own serious health condition requiring prolonged evaluation and treatment

2. Process for requesting leave

- a. Eligible Residents must notify the Program Director in writing at least 30 days in advance of the start of leave. If the leave is unforeseen, Residents must provide as much notice as is practicable under the circumstances.
- b. Residents on Caregiver Leave must report the estimated duration of leave, including start and end dates to the Program Director. Any changes to those dates should be reported to the Program Director as soon as practicable under the circumstances.
- c. Program Directors may exercise their discretion when approving requests for Caregiver Leave. Considerations include:
 - i. Effects of the leave on other residents and the training program
 - ii. Impact of the leave as it applies to the Resident's satisfactory completion of the program

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and eligibility to participate in certifying board examinations

- iii. The balance of supporting the Resident while maintaining patient care obligations of the program

- d. Caregiver Leave must be reported to the disability and leave plan vendor for the purposes of tracking related disability and leave eligibility.

3. Use of Caregiver Leave

- a. Caregiver Leave is provided to eligible Residents for personal or familial needs, including the birth and care of a newborn, adopted or foster child, care of an Immediate Family Member with a serious health condition, or the Resident's own serious health condition.
- b. Caregiver Leave is available to each eligible Resident one time per ACGME accredited training program.
- c. Caregiver Leave benefit may not exceed 100% of salary.
- d. Caregiver Leave will be tracked by the Program Administrator and reported to the payroll department for the purposes of generating pay for leave.
- e. If more than 6 weeks of leave is needed for the Resident's own serious health condition, an Approved Medical Leave will be managed through the Short-Term Disability program.
- f. Additional time off for baby bonding or to care for an Immediate Family Member will be unpaid once Caregiver Leave and/or other paid time off have been exhausted.
- g. "Moonlighting" is not permitted during Caregiver Leave.
- h. Emergency absences which are sudden and unanticipated must be communicated to the appropriate Program Director as soon as possible for patients to be rescheduled or redirected in a timely manner.
- i. No program progression such as program completion or promotion can take place during Caregiver Leave until the Resident returns to active employment status.

4. Coordination with other policies

- a. Residents are required to use vacation time for Caregiver Leave.
- b. Residents eligible for Short Term Disability will be required to use Caregiver Leave for the first 6 weeks of disability. After 6 weeks, the disability leave will be administered under the Short-Term Disability plan. All Short-Term Disability will be managed by the Short-Term Disability vendor.
- c. If a major holiday occurs while the Resident is on Caregiver Leave, such day will be paid as Caregiver Leave and the Resident will not be required to use paid time off for holiday pay. Holidays do not extend the length of Caregiver Leave.
- d. Caregiver Leave runs concurrent with Short Term Disability, HFWA, Sick Leave, and/or disability benefits that would otherwise apply.

References and/or Primary Sources:

- Accreditation Council for Graduate Medical Education www.acgme.org

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Related Policies:

- [Bereavement Leave](#)
- [Family Medical Leave](#)
- [Jury Duty, Legal Proceedings and Voting](#)
- [Medical Leave of Absence Compensation](#)

Supporting Documents:

- None