



Graduate Medical Education

Leave(s) of Absence (Institutional)	
Reviewed/Revised by: P. Ratcliff, Director Graduate Medical Education; GMEC Committee	Review/Revision date: 4/19/24; 5/31/23
Approved by: Graduate Medical Education Committee <i>Joseph Mazzola, DO, CPE, MBA</i> <i>Chair, GMEC Committee</i>	Approval date: 4/23/24; 5/31/23
ACGME Requirements: Institutional IV.H - IV.H.1.g)	Effective date: 7/1/24; 10/1/23
Summary of Revisions: 4/19/24 Reviewed content and revised format to be compliant with IHS policy design guidelines, clarified VI.E; 5/31/23 New policy	

PURPOSE: To establish guidelines in accordance with applicable laws and the ACGME Institutional requirements for Leave(s) of Absence for all Iredell Health System sponsored ACGME-accredited residency and fellowship programs. ^[IV.H.1.]

SCOPE: This policy applies to all Iredell Health System sponsored ACGME-accredited residency and fellowship programs in all clinical learning environments.

POLICY:

- I. Iredell Health System understands and recognizes employees, including trainees, may need leave for a serious health condition, to care for a loved one, extenuating personal reasons, military duty or other reasons and it's important that during this time the employee be able to take job protected leave. Leaves at Iredell Health System are administered by FMLASource and eligibility is determined based on the type of leave an employee requests.
- II. Each program must establish and implement a written policy and procedure for leave(s) of absence based on the GME Leave(s) of Absence Institutional policy. The program's policy must be in compliance with applicable laws and the ACGME Institutional, Common, and specialty-specific program requirements including the criteria for program completion, and board eligibility as outlined by the program-specific medical specialty of the American Board of Medical Specialties at <https://www.abms.org/>
- III. It is the responsibility of the Program Director to ensure that appropriate coverage of patient care is provided by colleague trainees and/or faculty as required during the trainees leave of absence. In arranging for such coverage, the Sponsoring Institution's and the ACGME's Clinical and Educational Work Hours policy shall apply.

- IV. Impact on Eligibility for Board Certification
- A. Written policies of eligibility for Initial Board Certification are developed by the individual Specialty-Board that are recognized by the American Board of Medical Specialties (ABMS). These policies are followed, without exception, by all Iredell Health System sponsored ACGME-accredited residency/fellowship programs.
 - B. The Sponsoring Institution will ensure the Program Directors of each of its ACGME-accredited programs provides trainees with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory program completion and upon the trainee's eligibility to participate in examinations by the relevant certifying board(s). [IV.H.1.g)]
 - C. Trainees are encouraged to review the eligibility guidelines concerning the effect of leaves of absence on fulfilling the criteria for satisfactory completion of the training program and eligibility to participate in examinations by the relevant certifying Board(s).
- V. The Sponsoring Institution and Graduate Medical Education Committee (GMEC) will provide annual oversight of implementation of this policy regarding leaves of absence, including medical, parental, and caregiver leave(s).
- A. Per Iredell Health System's Leave of Absence guidelines and policies, leave of absence will be provided for employees, including trainees, in accordance with the [Family Medical Leave Act \(FMLA\)](#), [Uniformed Services Employment and Reemployment Rights Act \(USERRA\)](#), [National Defense Authorization Act](#), and the [Americans with Disabilities Act \(ADA\)](#), and personal leaves of absence.
- VI. The Sponsoring Institution will ensure, each ACGME-accredited residency/fellowship program sponsored by Iredell Health System will comply with the ACGME leave requirements as follows:
- A. The Sponsoring Institution will ensure trainees are allowed a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the trainee is required to report. [IV.H.1.a)]
 - B. The Sponsoring Institution will ensure trainees are provided with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence. [IV.H.1.b)]
 - C. The Sponsoring Institution will ensure trainees are provided a minimum of one week of paid time off that is reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken. [IV.H.1.c)]
 - D. The Sponsoring Institution will ensure the continuation of health and disability insurance benefits for trainees and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence. [IV.H.1.d)]
 - E. The Leave(s) of Absence policy is reviewed during orientation and is available for review by residents/fellows at all times in the Residency Management Software (New Innovations), the House Staff Handbook, and the GME Policies and Procedures Manual. [IV.H.1.f)]
- VII. To initiate submission and approval of a leave(s) of absence, the trainee must: [IV.H.1.e)]
- A. Notify the Program Director and the GME office as soon as possible.
 - B. Provide the necessary information regarding the reason for the type of leave of absence.
 - C. Gain a thorough understanding of the effects a leave will have on meeting the requirements of the residency/fellowship program and board eligibility certification.

- D. Contact Iredell Health System Human Resources Office and FMLASource at www.fmlasource.com to begin process of submission and approval.
- E. Additional information may be found on iconnect, the Iredell Health System's intranet website for employees.

The content of this policy and procedure serves as guidance to the delivery of quality patient care. Care providers are expected to exercise critical thinking and situational awareness skills, and in specific situations, to take such action as is necessary for the delivery of quality patient care.