

Title: Trainee Leave	Policy Number: GME-7
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PURPOSE: To establish a policy for all HealthPartners Institute-sponsored post-graduate medical/dental training programs (“Sponsored Programs”) when granting time away from training.

This policy applies to all Sponsored Programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), the Council on Podiatric Medical Education (CPME), and the Commission on Dental Accreditation (CODA).

DEFINITIONS:

Post-Graduate Year (PGY): The trainee’s appointment year(s) following graduation from medical, podiatry, or dental school.

In Loco Parentis: An individual who acts “in loco parentis” provides day-to-day care for or financial support to a child. A biological or legal relationship is not required. Similarly, someone who stood in loco parentis to the trainee when the trainee was a child is considered a qualified family member, even if they have no legal or biological relationship.

POLICY:

Each trainee shall be granted time away from training through Paid Time Off (PTO) and other means described below. PTO allowances vary with the policies of each training program, but cannot exceed four weeks total per academic year. Program policies must be compliant with and governed by the regulations of the various specialty Boards, accrediting organizations, and employer groups. Unused PTO is not paid out at the end of the year.

PROCEDURE:

Time away for conferences is under the jurisdiction of the training program, which must ensure that time away is well spent and fits within the curriculum and content of their training.

The program must make mutually agreeable arrangements with any department that may be affected by the trainee’s leave.

Program Directors must approve requests for all leaves and PTO. Each program is responsible for maintaining accurate records of the amount of leave time taken by each trainee.

Leaves of Absence

Prior to granting a leave of absence, Program Directors and the department, working with the trainee, must ensure the leave is compliant with all requirements concerning the effect of leaves of absence on satisfying

the criteria for completion of the training program and eligibility for certification by the relevant certifying Board. Leaves shall be granted through formal requests to the Program Director/Coordinator. The trainee should exercise consideration in informing the Program Director/Coordinator as early as possible, but no later than eight weeks prior to the leave, or as soon as otherwise practicable, to allow scheduling of curriculum plans to accommodate the leave.

Leaves count toward the overall trainee time away for the year. Individual program leave policies will further clarify how leaves taken affect the trainee's PTO balance, their pay, and their program end date. Family Medical Leave of Absence (FMLA) policy applies to trainees who have been employed for a total of 12 months and 1,250 hours prior to the leave start date. FMLA offers employees job-protected time off and continued health benefits during qualifying family, medical, and caregiver leaves. Once the leave has been discussed with the Program Director/Coordinator, the Office of Health Professional Education, and the employee's HR representative and/or leave administrator must be notified.

GME Paid Leave

Eligibility

Residents/Fellows are eligible for one six-week paid leave per post-graduate year (PGY). This benefit is made available to the trainee the day they are required to report for their program. Trainees may choose at which point in their PGY year to utilize the paid six-week benefit; the trainee is not required to utilize this benefit at the first opportunity in the year. Trainees may use paid leave through this policy for any of following reasons:

1. Medical Leave:

Trainees may request time off for their own FMLA-eligible medical condition if they do not have Short-Term Disability (STD) insurance, if their STD insurance does not provide 100 percent of their base salary, or until the point they become eligible for STD insurance through their employer if there is an eligibility period.

2. Parental Leave:

Trainees (birthing and non-birthing parents) may request time off to care for and bond with their newborn, adopted, or foster child for up to one year after birth or placement.

3. Caregiver Leave:

Trainees may request time off to care for the following family members with a serious health condition or need for continued treatment of a serious health condition:

- Spouse
- Children under 18 or 18+ if they are incapable of self-care because of a disability, who are the trainee's biological, adopted, or foster children; stepchildren; legal ward; or children for whom the trainee is acting "in loco parentis."
- Parent – biological, adoptive, step, foster, legal guardian, or individual who stood in loco parentis to the trainee.

4. Compassionate Leave:

Trainees may request time off in the case of certain emergency or distressing situations that are not included in the other leave categories above. Examples of compassionate leave include bereavement leave, dealing with a pregnancy loss or complications from infertility treatment, leave for a spouse of a deployed member of the military, for victims of domestic violence, etc. Approvals for compassionate paid leave will be determined on a case-by-case basis between OHPE and program leadership.

GME Paid Leave - Benefit Duration and Pay

Trainees may receive up to six weeks of GME Paid Leave for the above eligible reasons, paid at 100 percent of their base pay, each PGY year. Leave may be taken all at once or at minimum in one-week intervals. Remaining paid leave time cannot be carried over to the next PGY year. Trainees eligible for STD insurance through their employer will also receive paid leave through STD payments before the GME-provided paid leave. Trainees cannot receive more than 100 percent of their pay at any time; therefore, 100 percent of the GME Paid Leave cannot be paid out at the same time as the STD benefit.; If STD insurance does not offer 100 percent of base pay throughout the STD term, trainees can use a portion of the six-week GME Paid Leave to reach 100 percent of their pay during the STD portion of their medical or parental leave. Additionally, a portion of the six-week GME Paid Leave can be used to cover the STD waiting period (typically 1-2 weeks).

Requesting a GME Paid Leave

Trainees should notify their Program Director/Coordinator if they would like to request a GME Paid Leave within the timeframe described above. Programs will partner with the trainee and OHPE to complete the OHPE Trainee Leave Request Form. Leave approvals will be determined between the program and OHPE and will be communicated to the trainee by a program representative.

Personal Leave of Absence

A Personal Leave of Absence for education or personal time off may be granted at the discretion of the Program Director. If a Personal Leave of Absence is granted, the length of time for this leave is at the discretion of the Program Director. This leave does not qualify for the six-week GME Paid Leave benefit. Individual program leave policies will further clarify how the leave taken will affect the trainee's PTO balance, their pay, and their program end date.

Multiple Leaves

If a trainee requires multiple leaves in one PGY year and/or has otherwise exhausted the six-week GME Paid Leave, the trainee may use any remaining PTO or utilize short-term disability through their employer, if applicable and if available. Otherwise, the additional leave will be unpaid.

Extensions of Training

If a training extension is needed, the trainee, Program Coordinator, and Program Director are responsible for ensuring all program and institution requirements are met in the new training timeframe.

Specialty Board requirements should be reviewed by the Program Director and trainee to ensure that they are familiar with the responsibilities for making up time away from training. If a training extension is

needed, financial support for the additional training must be determined when arrangements are made for the leave and the makeup activity.

Returning to Work

Trainees must return to work no later than the first scheduled workday after the date through which the leave was approved. If the trainee is unable to return to work on the approved return-to-work date, the trainee must contact the Program Director and the employer's leave of absence administrator as soon as they become aware of the need for an extension of leave and before the return-to-work date.

Impact on Benefits

Trainee benefits during an approved leave will continue in accordance with employer practice.

Trainee Schedules in RMS

The program must reflect all trainee leaves of absence and schedule changes on the block schedule in New Innovations' RMS. If a leave extends training, the program is responsible for reflecting that on the RMS block schedule and submitting the "Time Away Extends Form" to MMCGME Services once the trainee returns.

RELATED DOCUMENTS: Not Applicable

REFERENCE MATERIALS: GME-7 Trainee Leave Policy Attachment – Trainee Leave FAQs. OHPE Trainee Leave Request Form.

ADDITIONAL INFORMATION: Not Applicable

COMMITTEE/POLICY SPONSOR AND OWNER: Graduate Medical Education Committee