

Policy No.: BMC-GME-3.06
Policy Title: Leaves of Absence
Approver: UMass Chan – Baystate Graduate Medical Education Committee
Effective Date: 10/11/2024

LEAVES OF ABSENCE

I. POLICY

Baystate Health and Baystate Medical Center (“BMC”) provides residents and fellows (“Residents”) with leaves of absence consistent with applicable ACGME requirements, and federal and state laws. Paid leave of absence will be granted for approved medical, parental and caregiver leave for qualifying reasons. Paid and/or unpaid leave of absence will be granted for educational or personal purposes under certain circumstances.

II. PURPOSE

To define a leave of absence for BMC Residents and the process for reinstatement, and the possible effect of a leave of absence on satisfying the criteria for the completion of GME training.

III. SCOPE

Baystate Medical Center (“BMC”) UMass Chan – Baystate Graduate Medical Education residency and fellowship programs and Residents.

IV. PROCEDURE

BMC provides Residents with a leave of absence under certain circumstances for personal, academic, family, medical (including pregnancy and birth), adoption, and military service reasons, humanitarian, and for small necessities.

A. Medical, Parental, and Caregiver Leaves of Absence

1. Residents will be provided with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable ACGME Leaves of Absence requirements, and federal and state laws once and at any time during their appointment to an ACGME-accredited program, starting the day the Residents is required to report.
2. During this approved time, BMC will provide Residents with the equivalent of one hundred (100) percent of their salary for the six (6) weeks of the approved medical, parental, or caregiver leave(s) of absence taken.
3. BMC will provide Residents with a minimum of one (1) week of paid reserved time off for use outside of the six (6) weeks of the approved medical, parental, or caregiver leave (s) of absence taken and will ensure the continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during approved medical, parental, or caregiver leave(s) of absence.
4. Baystate Health and BMC policies state the provisions of an approved leave of absence under the Family & Medical Leave Act (“FMLA”), Massachusetts Paid Family and Medical Leave (“PFML”), Massachusetts Small Necessities Leave Act, and Workers’ Compensation. Administrative leave for Residents is managed as Administrative Suspension policy (BMC-GME-4.03, Remediation and Disciplinary Actions).

B. Academic Leaves of Absence

1. An academic leave of absence must be approved by the DIO for up to one (1) year for a resident to pursue training or an educational or research experience outside of BMC that complements their GME training.
 2. The written request from a Resident to the DIO and the Program Director for an academic leave of absence must include specific goals and objectives.
 3. The Resident shall resume training at BMC after successfully completing the goals and objectives of the approved academic leave, if the Resident is otherwise eligible.
 4. A request to extend the approved academic leave beyond one (1) year must be justified and requested in writing at least thirty (30) days before the initial approved leave expires and approved by the DIO and the Program Director.
 5. The Resident must successfully complete the goals and objectives of the approved academic leave to be reinstated or provide satisfactory justification to the DIO and the Program Director if the goals and objectives were not successfully completed.
- C. Additional Categories of Leaves of Absence
1. BMC offers additional categories for leaves of absence (e.g. Humanitarian, Military).
 2. The Resident shall consult the Program Director on categories of leave. In certain circumstances, the Program Director, in conjunction with the DIO, shall consider the request for approval and will notify the Resident of the approval in order to appropriately request the leave of absence.
- D. Requesting a Leave of Absence
1. The Resident must follow BMC policies and guidelines to request a leave of absence. Vacation and Sick/Illness time does not accrue for Residents during unpaid leave of absence.
 2. Some health insurance and other benefits are provided under certain circumstances (BH-HR-311 Leave of Absence; BH-HR-306 Family and Medical Leave of Absence).
- E. Reinstatement to Training after a Leave of Absence
1. Reinstatement of a BMC Resident following a leave for any reason is determined by the DIO in consultation with the Program Director, Human Resources, and, when indicated, Risk Management.
 2. The decision for reinstatement may include consideration of the Resident's standing at the time of the leave, the nature of the leave, the duration of the leave, the ability of the Resident to assume clinical and educational responsibilities upon return.
 3. The duties upon reinstatement are determined by the Program Director.
- F. Effect of a Leave of Absence on Training Requirements
1. A leave of absence may affect the time required for the Resident to satisfy the criteria for completion of training and eligibility for the specialty/subspecialty qualifying examination.

2. The Program Director in consultation with the DIO will determine, at the time the leave of absence is granted, the anticipated effect of the leave of absence on satisfying the criteria for completing the training program.
3. The Program Director will communicate the anticipated effect to the Resident prior to the leave of absence.