

**Rochester Regional Health**  
**Leave of Absence Policy – Resident and Fellow Leave**

Effective: July 1, 2022  
Policies Last Updated: July 1, 2022

### **Policy Statement**

For the purposes of this policy, “Rochester Regional Health” or “RRH” will mean all affiliates of Rochester Regional Health.

### **Purpose & Scope**

Rochester Regional Health offers leaves of absence to its Residents and Fellows in accordance with state and federal law and in accordance with Accreditation Council for Graduate Medical Education (“ACGME”) Institutional Requirements.

### **Policy**

#### **Eligibility.**

This policy pertains to RRH Residents and Fellows in the following job profiles, as created and defined by RRH Human Resources (“Resident(s) and Fellow(s)”):

- JOB\_4050 – Resident – Hospitalist
- JOB\_4058 – Chief Resident Faculty Hospitalist
- JOB\_4230 – Medical Fellow
- JOB\_4250 – Resident

Leave under this policy is available until a Resident or Fellow becomes eligible for a leave of absence under New York State Disability, the Family Medical and Leave Act of 1993 (“FMLA”) and/or New York State Paid Family Leave (“PFL”) laws. Once a Resident or Fellow gains eligibility for any of the aforementioned leaves, those associated RRH policies and processes will take over, with applicable modifications. Notwithstanding the foregoing, Residents and Fellows may inquire about the impact of taking a leave of absence as it relates to their satisfactory completion of a residency program at any time during the program; inquiries in this regard should be made to the employee’s respective Program Director.

Under this policy, Residents and Fellows are entitled to six (6) weeks of leave during their residency program for approved medical, parental and caregiver leave for qualifying reasons that are consistent with applicable laws.

#### **Leave Benefit.**

Residents and Fellows are entitled to the following benefits under this policy:

- Six (6) weeks of approved medical, parental and caregiver leave during their residency program for qualifying reasons that are consistent with applicable laws starting the day the Resident or Fellow is required to report. There is no waiting period.

- The equivalent of 100% of their salary for these six (6) weeks of approved medical, parental and caregiver leave.
- This leave may be taken continuously or intermittently in 15-minute increments.

### **Types of Leave Covered.**

- Qualifying reasons for leave must be in line with applicable state and federal leave laws.
- For purposes of this policy, applicable state and federal laws include New York State Disability Benefits law, FMLA and PFL. *Please refer to RRH leave policies, which are located in Workday, for additional information pertaining to these specific leaves and associated laws.*

### **Requesting a Leave of Absence Under This Policy.**

- RRH Leave Administration will be the point of contact in requesting a leave under this policy.
- Residents and Fellows are responsible for reaching out to RRH Leave Administration to discuss taking leave under this policy.
- Lincoln Financial Group (Lincoln) is the third party vendor that RRH uses to manage leaves of absence.
- If it is determined by RRH Leave Administration that leave may be submitted under RRH's Disability, FMLA and/or PFL policies, Residents and Fellows will be responsible for submitting a request for leave under this policy with Lincoln directly.
  - For planned leaves, Residents and Fellows must provide written notice of the need for leave to their direct supervisor, RRH Leave Administration and Lincoln; failure to provide the requisite notice may result in the leave being delayed or denied.
- If it is determined by RRH Leave Administration that the Resident or Fellow is not yet eligible for leave under RRH's Disability, FMLA and/or PFL policies, RRH Leave Administration will be responsible for determining the outcome of the leave request.
- Residents and Fellows must provide sufficient information in support of the leave request, including the anticipated timing and duration of the leave. Sufficient information may include certain information regarding the Resident or Fellow or family member's need for medical care, the need for hospitalization or continuing treatment by a health care provider.
- If leave is approved and utilized on an intermittent basis, Residents and Fellows are responsible for notifying their direct supervisor of each absence so that the leave time is tracked and paid appropriately. Failure to do so may result in disciplinary action, up to and including dismissal from employment and/or dismissal from their residency program or fellowship.
- Residents and Fellows must make reasonable efforts to schedule foreseeable treatments (i.e., planned surgery, physical therapy, chemotherapy treatments, etc.) in a manner that does not unduly disrupt RRH operations. Calling in sick without providing the reasons for the needed leave will not be considered sufficient notice for leave under this policy.
- Procedure for Requesting a Leave.
  - Residents and Fellows are responsible for reaching out to RRH Leave Administration to discuss taking leave under this policy.
  - If it is determined by RRH Leave Administration that leave may be submitted under RRH's Disability, FMLA and/or PFL policies, the Resident or Fellow must contact Lincoln. Lincoln may be reached as follows:

- www.MyLincolnPortal.com (first time users must register using Company Code RRHLINCOLN) or by calling 1-888-778-9217.
      - Lincoln will notify RRH Leave Administration once a request under this policy has been received.
    - If it is determined by RRH Leave Administration that the Resident or Fellow is not yet eligible for leave under RRH's Disability, FMLA and/or PFL policies, RRH Leave Administration will provide the necessary paperwork to complete and return.
    - *Please refer to the Rochester Regional Health Leave of Absence Processes – Resident and Fellow Leave document for additional information around the process for requesting a leave under this policy and the process for approval/denial.*

### **What Happens When Out on Leave.**

- While out on leave, Residents and Fellows are expected to maintain regular contact with their direct supervisor and RRH Leave Administration in order to communicate any changes in leave status and/or projected return to work date. If the leave is for a serious medical condition, this applies whether the return to work is with or without restrictions.
- The use of leave under this policy will not result in the loss of any employment benefits that accrued prior to the start of the leave.
- Access. Residents and Fellows out on a continuous leave may not have access to any systems (with the exception of Workday) – including email. All IT access is shut down as of the effective date of the leave (as entered into Workday). This includes, but is not limited to: SelfServe, Care Connect, email/webmail, etc.
- RRH Benefits Protection. While Residents and Fellows are out on approved leave under this policy, Rochester Regional Health will continue their RRH health and disability insurance benefits during the leave period at the same level and under the same conditions as if the Resident or Fellow had continued to work. RRH will continue to take payroll deductions to collect the Resident or Fellow's share of RRH benefit premiums owed.
- Pay During Leave. Direct supervisors and RRH Leave Administration are responsible for working together to ensure that Residents and Fellows receive their full pay during leave under this policy; this includes entering such leave time into Kronos.
- Retirement. Residents and Fellows on leave under this policy will earn credit towards vesting or credited service (where applicable) under the terms of the retirement plans offered by Rochester Regional Health.
- Tuition Assistance. Residents and Fellows on leave under this policy will not be eligible for tuition assistance reimbursement for courses that fall during this leave.
- Accruals. Residents and Fellows on continuous leave under this policy will not accrue vacation or paid sick time while out on leave.
- Service Recognition. Leave hours will be included in a Resident or Fellow's total length of service for service recognition.

### **Returning from Leave.**

- Residents and Fellows out on leave due to a serious medical condition must be cleared by RRH WorkReady prior to returning to work. To do this, Residents and Fellows must contact RRH WorkReady and provide appropriate medical documentation from their medical provider.

- Residents and Fellows out on leave due to a reason unrelated to their own illness or injury do not have to be cleared by RRH WorkReady prior to returning to work, but must provide advance notice to their direct supervisor and RRH Leave Administration of the intended return to work date. Advance notice of one (1) week is requested in order to ensure timely return access.
- IT Access will be restored once the Resident or Fellow is returned from leave in Workday.
- *Please refer to the Rochester Regional Health Leave of Absence Processes – Resident and Fellow Leave document for additional information around the process for returning from a leave under this policy.*

### **Additional Paid Time Off**

Residents and Fellows are provided with a minimum of one (1) week of paid time off that is separate from this leave and is reserved for use outside of this policy. *Please refer to the Rochester Regional Health Benefits Team, who may be reached at [HRBenefits@RochesterRegional.org](mailto:HRBenefits@RochesterRegional.org) for additional information.*

### **Helpful Contact Information**

Residents and Fellows seeking additional information about leave under this policy are encouraged to contact RRH Leave Administration with questions. RRH Leave Administration may be reached as follows:

- Residents and Fellows are encouraged to contact their Leave Partner directly with any questions. The Leave Partner for each Resident and Fellow may be found on the “Benefits, Leave, Retirement & Tuition” tile in Workday, as well as on the RRH Resident and Fellow’s Workday profile on the “Contact Page” under “Support Roles.”
- RRH Leave Administration may be reached at (585) 922-1100, prompt 5 to leave a voicemail.
- RRH Leave Administration may be reached via email at [LeaveAdmin@RochesterRegional.org](mailto:LeaveAdmin@RochesterRegional.org).

Residents and Fellows returning from a leave of absence related to their own injury or illness must be cleared by RRH WorkReady before they are cleared to return to work from their leave. RRH WorkReady may be reached:

- To submit appropriate medical documentation from a Resident or Fellow’s medical provider in order to be cleared to return to work, the documentation should be emailed to:
  - [RTWEHS@rochesterregional.org](mailto:RTWEHS@rochesterregional.org).
- All other inquiries may be addressed as follows:
  - Clifton Springs Hospital & Clinic: (315) 462-1560 | [CSHEHS@rochesterregional.org](mailto:CSHEHS@rochesterregional.org).
  - Newark-Wayne Community Hospital: (315) 332-2423 | [NWCHEHS@rochesterregional.org](mailto:NWCHEHS@rochesterregional.org).
  - Rochester General Hospital: (585) 922-4026 | [EHS@rochesterregional.org](mailto:EHS@rochesterregional.org).
  - UMMC: (585) 344-4800 x 2 | [UMMCCEHS@rochesterregional.org](mailto:UMMCCEHS@rochesterregional.org).
  - Unity Hospital: (585) 723-7880 | [UEHS@rochesterregional.org](mailto:UEHS@rochesterregional.org).

RRH Benefits may be reached via email at [HRBenefits@RochesterRegional.org](mailto:HRBenefits@RochesterRegional.org).

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Rochester Regional Health reserves the right to administer, interpret, revise, or revoke any or all of the provisions of this policy at any time. This policy will be provided in compliance with ACGME standards, as may be modified from time-to-time, and may be modified to reflect ACGME requirements.

Access to the most updated version of this policy may be found in Workday.

## References

- Rochester Regional Health Leave of Absence Processes – Resident and Fellow Leave
- Rochester Regional Health Leave of Absence Policy – Disability
- Rochester Regional Health Leave of Absence Policy – FMLA
- Rochester Regional Health Leave of Absence Policy – Paid Family Leave (PFL)
- Accreditation Council for Graduate Medical Education, ACGME Institutional Requirements