

ACGME Paid Leave of Absence Addendum to MH Protected Leaves and MaineHealth Parental Leave Policy(ies)

Guiding Principle

The ACGME has published guidelines regarding House Officer leave of absence requirements as a national effort to support resident and fellow wellness, specifically related to parental, medical and caregiver leave. (*ACGME Institutional Requirements IV.H.1.a-g*)

Policy

- Residents and Fellows may take up to six (6) weeks of paid leave of absence (“PLA”) once during their residency/fellowship program with full pay. Additional leave(s) of absence would fall under applicable MaineHealth Policy (ies) in effect at that time.
- PLA may be taken for parental leave, medical leave and/or caregiver leave purposes as deemed appropriate.
- PLA may be taken effective as of the first day of residency/fellowship, which first day is defined as the day the Resident or Fellow first reports to work.
- No Resident/Fellow will be obligated to take all 6 weeks of parental, medical and/or caregiver leave.
- The six (6) weeks of PLA is inclusive of, and not in addition to, any paid time off/compensation received for out of work time already provided by the residency/fellowship program.

Taking PLA time may have implications for board certification and examination timing/eligibility and may require trainees to extend residency or fellowship training programs. All residents and fellows planning a PLA must meet with their Program Director to review any certification implications with documentation of this discussion to be filed in the employment section of New Innovations and filed with HR. The Program Director will have final authority about how much time (if any) must be made up after training is scheduled to end due to PLA time away from work implications.

Application of Policy

Time Off will be applied as follows:

- 6 weeks of PLA may be paid using a combination of MMC House Officer paid time off (including for example vacation, sick time or any other paid time off) , MaineHealth short term disability (if eligible), MaineHealth Paid Parental Leave, and ACGME paid leave.
- Any PLA must be used concurrently with FMLA and/or ME FMLA (if applicable).

- Any PLA taken for parental leave must be used concurrently with 4 weeks of paid parental leave afforded to MH employees under MH's Paid Parental Leave Policy (if applicable).
- Any PLA taken for medical leave must be used concurrently with STD (if applicable) supplemented by MMC House Officer paid time off (if/as available).
- A Resident and/or Fellow will retain entitlement to one week of paid time off during their Residency or Fellowship Program, outside of the 6 weeks of PLA, for any other paid time off purpose of the Resident or Fellow's needs or wishes.
- Residents and Fellows will adhere to all other sections of the MH Paid Parental Leave Policy and Protected Leaves Policy, including as related to Pay, Procedure Outline, Return to Work, and Coordination with Other Policies. Residents and Fellows are also encouraged to work with their Program Directors and Human Resources regarding any questions concerning leaves of absence from work.

Oversight

- GMEC Executive Committee
- HR Solution Center at 207-661-4000 or use the AskHR icon on your MaineHealth desktop
- Unum: To initiate a Leave of Absence call 877-352-8818