

OBSTETRICS AND GYNECOLOGY PROGRAM POLICY ON LEAVE OF ABSENCE FOR RESIDENTS AND THE EFFECT ON PROGRAM COMPLETION

PURPOSE:

This policy is designed to outline the effect a leave of absence may have on the completion of residency training for the **Obstetrics and Gynecology residency program** and eligibility for certification by the **American Board of Obstetrics and Gynecology**.

POLICY:

At the discretion of the department chair or residency program director, a leave of absence may be approved for personal situations. Leave of absence is always unpaid leave, and must be requested in writing. All accrued vacation leave must be exhausted prior to a request for a leave of absence, unless the absence falls within the provisions of the Family & Medical Leave Act (FMLA) or Temporary Disability Leave.

Eligibility for leave under the FMLA governs requests for periods of leave of absences for the birth or adoption of a child or the serious illness of a family member. Temporary Disability Leave provides leave for any physical or mental condition which is sufficiently incapacitating to require that the resident temporarily terminate participation in the residency training program.

REQUIREMENTS:

Leave of absence of any type must be requested as far in advance as possible. Residents are required to notify the GME Office when requesting any type of leave of absence.

The American Board of Obstetrics and Gynecology requires residents to satisfactorily complete 48 calendar months of Graduate Medical Education in an ACGME-accredited program by September 30 of the year of the examination. Up to 8 weeks of leave for vacation time, parental leave, or illness is permitted during the first 3 years of residency training. Up to 6 weeks of leave for vacation time, parental leave or illness is permitted during the PGY-4 year. Residents are required to extend their training to make up time away from the program if leave from the program has exceeded the allowed leave time during any of the year of residency training. Residents are expected to report all time away from the program to aid in accounting of missed time.

Residents who are required to extend their residency training must meet with the Program Director or designee prior to this time period to develop an individualized educational plan. The resident's case log, evaluations and career goals will be reviewed to determine how the resident should spend the additional time. It is expected that the individual will take approximately one overnight call per week, during the time their residency has been extended. In addition, residents are expected to contribute to the residency program during this time period through participation in conferences, workshops and teaching of junior residents and medical students.

The program director will provide the resident with a written statement detailing how much time their program will be extended. The program director will advise the resident on how to contact the American Board of Obstetrics and Gynecology for information on eligibility criteria. The resident is required to sign an addendum to his/her residency agreement covering the make up time.

Residents are responsible for submitting the required documentation to the University Office of Human Resource Services.

Residents are given 5 days of leave for fellowship or job interviews during the course of their residency training. Any additional time required for interviews is considered vacation, and will be subtracted from the 3 weeks vacation provided by the Program. Once a resident has forfeited 5 days of their vacation for interviewing, the resident may work to make up the days missed, provided they do not violate the duty hour regulations in doing so.

REVISED September 1, 2010

Reviewed/Approved by GMCC: Sept 20, 2010 pjs