



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official: Associate Dean for Graduate
Medical Education, DIO
Responsible Office: SMHS Office of GME
Most recent revision: April 15, 2019

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

Policy Statement

At the discretion of the department chair or residency program director, a leave of absence may be approved for personal situations. Program directors are required to notify the GME Office when a resident requests any type of leave of absence.

This policy outlines the effect a leave of absence may have on the completion of residency training and eligibility for certification by the relevant certifying board.

Who Needs to Know This Policy

This policy applies to all residents and fellows who participate in an ACGME-accredited post graduate medical education (GME) training program sponsored by the George Washington University School of Medicine and Health Sciences (SMHS).

Policy Contact

Associate Dean for Graduate Medical Education, DIO

Who Approved This Policy

Graduate Medical Education Committee (GMEC)

History/Revision Dates

Effective Date: October 18, 1999
Reviewed and Approved by GMEC: May 19, 2008
Revised, reviewed and approved by GMEC: April 15, 2019

Policy

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.

Residents are responsible for submitting the required documentation to request leave. In order to determine eligibility for leave, a claim must be submitted online or by phone to Lincoln Financial. Instructions are available from the GME office or on the University Benefits Website: <https://benefits.gwu.edu/leave-absence>.

When a resident requests any type of leave of absence, the Program Director is required to inform the resident of the effects, if any, that the leave of absence will have on the ability of the resident to satisfy the criteria for completion of the residency program and for assuring that the resident has access to the eligibility criteria for certification in the specialty/subspecialty program.

Where the leave of absence places the resident out of cycle in completing the requirements of the training program, funding for such residents must be requested from the GME Office no later than February 1 of the year preceding the academic year in which the time will be made up.