

<p align="center">The University of Alabama Hospital Graduate Medical Education Policy and Procedure</p>	<p align="center">GMEC Approved Date: May 7, 2024</p>
<p align="center">GME Leave Policy</p>	<p align="center">Next Review Date: Spring 2025</p>

All leave taken is at the discretion of the resident/fellow's program director and within FMLA and UAB policies, who must take into consideration any restrictions on leave established by the certifying board and/or Residency Review Committee for the specialty and the training requirements of the program.

Each program must provide its residents/fellows with written, program-specific policies on leave, which must address the effect of leaves of absence, for any reason, on satisfying the criteria for completion of the residency program. A resident/fellow may be required by the program director to complete additional training equivalent to any leave taken in excess of that allowed by the training requirements of the program.

Residents/Fellows must obtain prior approval from the program director, or his/her designee, for all leave, with the exception of emergencies or sudden illness.

Requesting and Approving Procedure for Vacation and Leave of Absences

In accordance with the program specific policy, residents and fellows must request vacation and leave of absences in MedHub. Programs must review and track requests utilizing MedHub. Requests must be available to residents/fellows at all times.

The following is a summary of leave policies established by the Hospital. Please check with your program director to determine if these leave policies affect your ability to satisfy requirements for program completion and board eligibility:

1. **Vacation:** The working year is defined in terms of 52 weeks, of which a maximum of three (3) work weeks for vacation purposes will be paid by the Hospital. A work week is defined as 5 business working days (Monday-Friday) and at least 1 weekend (Saturday-Sunday). Vacation unused at the end of a year may not be carried forward to the next year. Vacation unused at the time of program completion is not reimbursable but may be taken as terminal leave, at the program director's discretion, through June 30th.
2. **Sick Leave:** Salary deductions generally are not made for time lost due to illness or injury if such time does not exceed three (3) work weeks.
 - a) **Sick Leave Donation:** Under certain circumstances, a UAB resident/fellow may voluntarily donate to another UAB resident/fellow, or receive from another resident/fellow, sick leave time. A resident/fellow can donate up to one week per academic year to another resident/fellow within the same department. The Program Director, Department Chair, Designated Institution Official and Chair of the GMEC must approve the donation via the GME Sick Leave Donation Request Form (available from the GME Office).
3. **Leave of Absence Types for Residents/Fellows Eligible for FMLA (must be employed at UAB for at least 12 months and 1,250 worked hours):**

Family and Medical Leave: The detailed policy may be obtained by contacting Human Resources Management or visiting the website at [Leaves of Absence - Human Resources | UAB](#) . For any type of leave detailed below, documentation must be

submitted through UAB Human Resources Leave Processes and the resident/fellow must be placed on leave of absence status.

A family-related or medical leave of absence will be approved only for the length of time certified in writing by the person's health-care provider, and the twelve (12) month period in which leave may be taken will begin on the first day approved family-related or medical leave is taken. Any available paid vacation or sick leave must be taken at the beginning of a leave of absence before entering a non-paid status. Use of available vacation and/or sick leave will not extend the length of any leave beyond the maximum time allowed. A leave of absence must be approved in advance by the program director. The resident/fellow must request a leave of absence as soon as possible, but at least 30 days in advance of beginning such leave (except in the case of emergency leave) and submit a completed "Family and Medical Leave of Absence Request Form".

Family-Related Leave of Absence: A maximum of 12 work weeks leave in a twelve (12) month period is available for the following reasons: 1) birth of a resident/fellow's son or daughter or to care for the baby (entitlement to leave of absence under this policy expires twelve months from the child's date of birth); 2) adoption of a child by the resident/fellow or placement of a child with the resident/fellow for foster care (entitlement to leave of absence under this policy expires twelve months from the date of adoption or foster care placement); and 3) care of a son, daughter, spouse, or parent (but not in-laws) having a serious health condition (children 18 years or older are not included unless they are incapable of self-care because of mental or physical disabilities).

- a) **Paid Parental Leave:** UAB/UAB Medicine will provide up to four work weeks (20 days) Paid Parental Leave to an eligible employee during the first six months following birth or adoption. Must be taken continuously or intermittently within the first six months following birth or adoption. Must meet eligibility for FMLA to be eligible for paid parent leave. The detailed policy and FAQ is located here: <http://www.uab.edu/humanresources/home/records-administration/paid-parental-leave>.
- b) **ACGME Requirement:** In order to comply with the ACGME requirement to provide residents/fellows with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the resident/fellow is required to report; UAB resident/fellow will receive an additional three (3) weeks sick leave one time during the program if needed for a qualifying leave of absence. The additional three (3) weeks sick leave is for medical and caregiver leave. Parental Leave is addressed above. Three weeks of vacation time is also available to be used during leave period or throughout the academic year.

4. **Leave of Absence Types for Residents/Fellows Not Eligible for FMLA (employed at UAB for less than one year)**

- a) **Personal Medical Leave for Resident/Fellow or Family:** One year of continuous service is not required to be eligible for this leave of absence. A maximum of 12-work weeks medical leave in a twelve (12) month period is available to any resident/fellow or care of a resident/fellow family member with a serious health condition for qualifying reasons.

- b) **Paid Leave During First Year of Training:** Employees are not eligible for leave of absences per FMLA policies until one year of continuous employment is completed. The ACGME Institutional Requirements require that residents/fellows must 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 laws beginning the day the resident/fellow is required to report. The ACGME Institutional Requirements also require residents/fellows must also receive 100 percent of their salary for the first six weeks. This will be accomplished by residents and fellows utilizing their three weeks sick time. An additional three weeks sick time will be allocated to the resident/fellow, in order to provide six weeks of paid leave if needed for a qualifying leave of absence during the first year of training. Three weeks of vacation time is also available to be used during leave period or throughout the academic year.

See Appendix 12 “GME Resident/Fellow Parental Information” document for examples, details of process steps, frequently asked questions and clarification on duties while on an approved leave with UAB Human Resources.

Educational Leave: Educational leave may be provided at the discretion of the program director according to policies established by the individual residency programs.

Military Leave: Any physician applying for residency training that is, or anticipates becoming, an active or reserve member of the armed forces should clearly state such on his application. Prior to acceptance of an offer of residency training, the program director, or his/her designee, should provide the applicant with a copy of the program's policy on leave and the effect of such leave on the training requirements of the program.

A maximum of 21 working days with pay per calendar year is provided to all employees who are ordered to military duty. This 21 working days per year includes weekend drills as well as summer training and any other type military duty, except that which is noted in Alabama law, Ala. Code Section 31-12-1. Employees will be paid only for the time for which they would ordinarily be scheduled to work for UAB. In no case will employees be paid for a period in excess of the time for which they are ordered to military duty. A copy of the orders or other satisfactory documentation of attendance must be provided to the supervisor as soon as received.

After the first 21 days of military leave per year, any additional military leave, except that which is noted in Alabama law, Ala. Code Section 31-12-1, will be without pay or may be charged to vacation or personal holiday time. Persons requesting military leave must submit a copy of the orders calling them to active duty. Documentation must be attached to the time sheet or Leave of Absence paper. All documentation should be included in the employee's official personnel file. Employees returning from military leave have 90 days following discharge from active duty to reclaim their positions.

After the first 21 days of military leave per year, any additional military leave, except that noted in Alabama law, Ala. Code Section 31-12-1, will be without pay or may be charged to vacation or personal holiday time at the employee's request. In the case of a major military call-up, the UAB President may alter these regulations (such as "calendar" year rule), but any changes must apply to all affected employees, not just individual cases.

Military Caregiver Leave, which provides family members of injured service members with up to 26 work weeks of leave in a single 12-month period and **Qualifying Exigency Leave**, which allows family members of the National Guard and Reserves to use up to the normal 12 work weeks of FMLA leave to manage the affairs of a service member while he or she is on active duty in support of a contingency operation

Paid Living Donor Leave: Supports eligible employees who volunteer as living organ or bone marrow donors. To be eligible for this benefit, residents/fellows must be eligible for Family Medical Leave (1 year of service and 1,250 hours worked in the last 12 months). Paid Living Donor Leave offers the following:

- Up to 4 work weeks of paid time off for living organ donors
- Up to 1 work week of paid time off for bone marrow donors
- Any additional leave requires the use of benefit time