

## Policy on Medical, Parental, Caregiver and Other Leave

This policy applies to all graduate medical education (GME) residency or fellowship programs regardless of accrediting body or status. Note the term resident refers to both specialty and subspecialty fellows.

### PURPOSE

To set forth policies and procedures governing leave for participants in graduate medical education programs sponsored by Atrium Health (AH) Carolinas Medical Center (Sponsoring Institution).

### REFERENCE

Atrium Health Carolinas Medical Center's GME Leave policy addresses ACGME Institutional Requirements [Section IV.H. Vacation and Leave of Absence](#), specifically leave of absence. Vacation is addressed in a separate policy (CMC GME Policy on Vacation.)

### POLICY

#### I. General

In addition to vacation (see CMC GME Policy on Vacation), residents and fellows are provided with medical, parental and caregiver leave, as well as other types of leave as set forth in this policy, subject to the conditions or qualifications of each leave. All GME programs under the sponsorship of Atrium Health Carolinas Medical Center fall under this policy and should have program policies that are consistent with this policy, as well as any ACGME program-specific requirements (or program requirements of other accrediting bodies pertinent to the program.)

#### II. Impact of Extended Leaves

Each program must provide residents/fellows with accurate information regarding the impact of a leave of absence upon the criteria for satisfactory completion of the program and upon the resident/fellow's eligibility to participate in examinations by the relevant certifying boards.

#### III. General Process

Medical, dental and pharmacy residents and fellows do not receive conventional Paid Time Off (PTO) as outlined in **HR Policy 3.05 Paid Time Off Benefit**, and as such, residents and fellows become immediately eligible for **Provider's Paid Medical Leave** coverage and other leaves noted in section IV upon the first day of employment. Residents and fellows utilize the same Atrium Health process, through LeavePro and Human Resources, as other Atrium Health teammates, which are outlined in HR policies as noted.

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Except in urgent/emergent situations where the need for leave cannot be anticipated, residents should inform the program director of the need for a leave prior to initiating the leave request. Leave is then requested through LeavePro. It is strongly recommended that residents and fellows work with their program coordinator and/or the departmental Director of Operations on the LeavePro process.

Residents and fellows, and leaders, who have any questions about the specific situation should contact the HR Service Center by phone at 704-631-1500. You can also access the HR Service Center online portal via PeopleConnect. Be sure to specify the situation involves GME benefits.

### **IV. Six Week Paid Medical, Parental (Maternity/Paternity), and Caregiver Leave**

Per ACGME requirements, residents/fellows with qualifying reasons (consistent with applicable laws and policies,) are eligible for one medical, parental or caregiver leave of absence, of a minimum six (6) week (42 calendar days) duration, at least once during their training program. This can occur at any time during the training program, starting on the day the resident is required to report. The resident/fellow will be provided the equivalent of one hundred percent (100%) of their salary for the first approved six (6) weeks of medical, parental, or caregiver leave of absence taken. Health and disability insurance benefits for residents and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence shall continue the same terms and conditions as if the resident was not on leave.

Specific AH policies for GME medical, parental and caregiver leave are detailed in this section below (Sections IVa, IVb and IVc.) Additional types of leave for which residents are eligible (but which do not fall under the ACGME requirement above) are detailed in later sections.

**Note:** The ACGME requires at least one additional week of paid time off be reserved for use outside the first six weeks of the first approved medical, parental or caregiver leave of absence, during the academic year the leave is taken, either before or after the leave. Vacation time fulfills this requirement, as residents are not required to use vacation time for the first six weeks of the first approved medical, parental or caregiver leave of absence.

***Policy on Medical, Parental, Caregiver and Other Leave*****a. Resident Medical Leave**

Medical leave (Provider Paid Medical Leave) is available to a resident/fellow for their own medical condition(s), under the care of a medical provider, when the provider of record documents the resident/fellow is unable to provide patient care and/or meet the educational requirements of the program. Residents/fellows may receive up to ninety (90) days of Provider Paid Medical Leave. The first 6 weeks of Provider Paid Medical Leave serves as the one time, paid, six-week leave noted above. Residents apply for Provider Paid Medical Leave through LeavePro To receive compensation for the Provider's Paid Medical Leave, a resident / fellow must follow all guidelines associated with Atrium Health Human Resources Policy HR 4.09 Family Medical Leave Act (FMLA) Benefits, even if they are not eligible for FMLA yet.

It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on program completion date and/or timing of eligibility for board examinations, as per section II above.

**b. Parental Leave (Maternity/Paternity)**

Paid parental leave is available to a resident/fellow for the birth or adoption of a child. As detailed HR Policy 4.09 Family Medical Leave Act (FMLA) Benefits and explained in the GME process sheet. Because parental leave is one of the situations for which residents and fellows are eligible for one paid six week leave as above situations which typically qualify for 4 weeks paid leave, such as the non-birthing parent, will now qualify for one six weeks paid leave during training, if it is the first such leave. In the event of multiple parental leaves, or first parental leaves following a previous first paid leave as above, parental leave will revert to the AH parental leave policy. Leave is requested through LeavePro after discussion with the Program Director. It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on program completion date and/or timing of eligibility for board examinations, as per section II above.

***Policy on Medical, Parental, Caregiver and Other Leave*****c. Caregiver Leave**

Caregiver leave is available for any resident that needs to take time off for the care of a parent, spouse, or child as a first, paid 6-week qualifying leave as above. If a resident needs to take caregiver leave but has used the first paid 6 week leave, non-paid FMLA and/or administrative leave is available. It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on program completion date and/or timing of eligibility for board examinations, as per section II above.

**V. Family and Medical Leave (FMLA)**

Residents and fellows who have been employed for at least twelve months and have worked at least 1,250 hours during the previous twelve-month period are eligible for qualified family and medical leave (“FML”) under provisions of the federal Family Medical Leave Act (“FMLA”). FMLA provides eligible employees up to twelve (12) weeks of protected unpaid leave for the birth or adoption of a child or a serious health condition affecting the employee or their spouse, child, or parent. It may run concurrently with paid leaves for qualifying purposes.

The Atrium Health Human Resources department has the administrative oversight of the Family Medical Leave Act (FMLA). Atrium Health Human Resources Policy HR 4.09 Family Medical Leave Act (FMLA) Benefits details the process for applying for FMLA leave. The leave will be submitted through the LeavePro system after the resident/fellow has communicated with the Program Director and Program Coordinator.

**VI Administrative Leave**

If a Resident or Fellow will need to be out of work for an extended period due to illness, mental health conditions, surgery, or any other personal issues, they may qualify for GME Administrative Leave. Administrative leave is an authorized, unpaid absence from duty. Administrative leave is at the discretion of the Program Director in consultation with the Designated Institutional Official (DIO) or DIO designee. Administrative leave is not an entitlement, and programs are not required to grant it. However, in special circumstances the program may place a resident on administrative leave when no

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other formal leave covers the need. It is the responsibility of the resident and Program Director to discuss, in advance, what effect taking time off from the training program may have on program completion date and/or timing of eligibility for board examinations, as per section II above.

### **VII. Bereavement Leave**

Bereavement leave is provided in accordance with Atrium Health HR Policy 3.11 Bereavement Leave.

### **VIII. Military Leave**

Military leave will be in accordance with Atrium Health HR Policy 3.13 Military Duty Leave and Supplement. Resident/Fellow must notify their Program Director when military leave will be required and must provide their Program Director with appropriate documentation of their military service. Depending on the length of leave and Board requirements, training time may be extended.

### **IX. Jury Duty**

Jury duty leave will be granted and paid in accordance with Atrium Health HR Policy 3.12 Jury Duty and Court Appearances. A resident/fellow summoned for jury duty in federal or state court must provide a copy of the summons to their Program Director and Program Coordinator. The resident/fellow will be excused from work for each day they are providing service to the court. They should update the Program Director and Program Coordinator each day on their status and are expected to return upon completion of jury duty. Jury duty time will not count towards the resident's/fellow's vacation time. This time away from the program may extend the training time of the Program depending upon Board requirements.

### **X. Failure to Return from Leave**

A resident or fellow who fails to return from a Leave on the indicated date may be held accountable for absences under applicable attendance policies. If additional time is required for a medical leave, a request supported by additional documentation from the medical provider(s) should be made prior to expiration of original leave. Requests for disability accommodation, including temporary extensions of medical leave, should be submitted via LeavePro. Please refer to Atrium Health HR Policies 4.02 (Disabilities: Teammates and Applicants), 5.13 (Attendance), and 5.17 (Absence without Notice).

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**XI MedHub Reporting**

It is essential that all leaves be documented accurately in MedHub. It is the programs responsibility to put the resident/fellow’s leave into MedHub immediately upon being notified by the resident or fellow. The program leadership must upload a copy of the HR/FMLA approval letter to MedHub within the LOA request.

*Suzette S. Caudle, MD*

[Suzette S. Caudle, MD \(May 22, 2023 17:14 EDT\)](#)

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\_\_\_\_\_ Date

*Vicki J. Block*

[Vicki J. Block \(May 19, 2023 14:08 EDT\)](#)

Vicki Block, MHA  
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\_\_\_\_\_ Date

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