



Toledo Regional Academic Affairs

TITLE: Leave of Absence POLICY NUMBER: S-09

DEPARTMENT: Graduate Medical Education Effective Date: 07/01
Revised: 02/23
Reviewed: 06/24
Date of next Review: 04/25

POLICY:

To ensure accountability of time with respect to educational requirements while on Leave of Absence (LOA). LOA will be defined as time away from the Resident's training program for Family Medical Leave Act (FMLA), Medical Leave of Absence, Care Giver Leave, Parental Leave, Non-Academic Personal Leave, Bereavement, Military Leave and Jury Duty.

Each specialty board residency review committee (RRC) and/or intramural residency program has its own unique requirements related to board eligibility or program completion. Residents may be required to make up absent time should there be a limit on missed time from training as specified by any of these bodies.

PURPOSE:

To ensure fair and reasonable time allowance for leave to residents requiring time off for Leave of Absence.

PROCEDURE:

1. Each residency program has educational time requirements. Residency specific time requirements must be met to graduate. Therefore, any time off in excess of that permitted by the program will have to be made up. The resident will work with the Program Director to make up the time required to meet the program/certifying RRC/Board requirements. The Designated Institutional Official/Program Director has the authority to prolong the trainee (intern/resident) contract for a period of up to three (3) months for leave, illness, or remediation purposes without requesting approval for overlap of trainee numbers from the specialty college. Any overlap in excess of three (3) months will require advance approval. All overlaps will be reported to the ACGME, CPME, and Specialty colleges as required. Overlap time will be paid at the salary level consistent with resident's current PGY contract being extended.
2. Request for a leave of absence must be submitted in writing to the Residency office. Residents are not required to disclose any personal health information to the program office. Provide the Program Director with the requested start date and expected return to work date.
3. Residents **MUST** notify Mercy Health Employee Health Services to submit a request for leave of absence and submit all necessary paperwork for eligibility determination of benefits. The request must include: the dates the leave will start, projected ending date, all other data pertinent to the leave of absence, as well as a physician determination of disability for a medical leave (as requested).

4. The Residency office is required to notify the Regional Director of Academic Affairs of all resident leaves.
5. Beginning day 1 of an approved medical leave of absence residents will receive 100% of their budgeted hours benefit for the first 13 weeks, 80% for the remaining 13 weeks of Short-term Disability (STD). Long-term disability (LTD) will be paid at 60% of monthly earnings up to \$15,000.
6. Residents may continue to receive medical benefits on the same basis if they had been actively at work for up to twelve (12) weeks. Beyond the initial time period, the resident may purchase identical active employee coverage that they had at the time of leave under the hospital's guidelines for Continuation of Benefits (COB). The change in cost will be effective the first month of the following initial period.
7. Residents/fellows will be provided with a minimum of one-week paid time off (PTO) (vacation bank) reserved for use outside of the first six weeks of the first approved medical, parental, or care giver leave(s) of absence. Residents should refer to their Program specific vacation policy for determination of days provided during the training year.

The Program Director and Designated Institutional Official must approve any deviation from this written policy.

8. Family Medical Leave Act

- a. Refer to BSMH Policy "Family Medical Leave Act (FMLA) Leaves of Absence" (BSMH-HR-REWB_007) for process and procedure.
- b. **If eligible for Short Term Disability (STD):**
 - i. Beginning day 1 of an approved leave of absence residents will receive 100% benefit for the first 13 weeks, 80% for the remaining 13 weeks of Short-term Disability (STD).
 - ii. Long-term disability (LTD) will be paid at 60% of monthly earnings up to \$15,000.
- c. **If ineligible for STD:**
 - i. All available vacation and sick time will be exhausted
 - ii. If leave of absence continues it will be without pay
- d. Mercy Health will deduct an employee's medical, dental, vision, and Life insurance benefits from pay received during leave of absence. If the resident is not receiving compensation through Mercy Health, any benefits premiums owed for the employee's portion will be placed in arrearage. Any arrearage owed will be collected upon the resident's return to work. Refer to BSMH Policy "Non-FMLA Leaves of Absence" (BSMH-HR-REWB_Non-FMLA Leaves of Absence_009).

9. Childcare/Parental Leave

- a. Residents are provided continuous leave up to 8 weeks paid at 100% of budgeted hours, includes both birth and non-birth parents of a child or placement for adoption. Must have 90 days of benefit eligible service in their position at the date of birth or placement for adoption to be eligible for this benefit.

10. Family Health/Care Giver Leave

- a. Residents are provided continuous leave up to 6 weeks paid at 100% of budgeted hours to care for the spouse, child, or parent if such individual has a serious health condition as defined by the law.
- b. Verification documentation is necessary.

11. Non-Academic Personal Leave

- a. Personal leave may be granted, after exhaustion of all PTO benefits, for unusual family needs, hardship cases, or other non-academic* unique personal needs requiring a temporary absence.
- b. Personal leaves of absence are generally granted for periods up to thirty (30) days and extensions may be granted ONLY for special considerations. The Resident must discuss the reason for the personal leave with their Program Director.
- c. All personal leaves MUST be approved by the Designated Institutional Official prior to the leave starting. Make up time and/or repeat of training is determined by the Program Director and accreditation requirements.

12. Military

- a. Refer to BSMH "Military Leave Policy" (BSMH-HR-REWB_Military Leaves of Absence_008).

13. Bereavement

- a. A resident who wishes to take time off due to the death of a covered family member must notify their Program Director as soon as possible.
- b. Bereavement guidelines are outlined in BSMH "Bereavement Plan" (BSMH-HR-Plan Overview_Bereavement Leave_002)
- c. Bereavement Leave time off must be tracked by the Program Coordinator

14. Jury Duty

- a. A Resident will be provided appropriate time off from scheduled days to serve on jury duty. The Resident will be compensated at regular pay while serving on jury duty.
- b. In order to receive this benefit, it is required that the Resident provides written court verification showing dates of service.
- c. The Resident must present the notice of summons for jury duty to their Program Office so that appropriate time off and coverage can be arranged.

15. LOA for Academic reasons will follow the Policy S-04 "Due Process".

Approved by:



Randall Schlievert, MD
VP, Academic Affairs and Research, Mercy Health - Toledo
DIO, Mercy Health - St. Vincent Medical Center
Chief Academic Officer, Mercy Health - Toledo

