
	POLICY # 24809
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NCH Healthcare System	OF: 2
TITLE: Graduate Medical Residency and Fellowship Program Six-Weeks Paid Leave Policy	EFFECTIVE: October 26, 2022
DEPARTMENT: Graduate Medical Education (GME)	OWNER: Admin Director Medical Education

Residents and Fellows of the Accreditation Council for Graduate Medical Education (ACGME) medical residency and fellowship programs are eligible for a one-time benefit of six weeks of paid leave beginning on the first day of their program as follows.

- A. Provides residents and 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 one time at any given time during an ACGME-accredited program starting the day the resident or fellow if required to report to work.
- B. Provides residents and fellows with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental or caregiver leave(s) of absence.
- C. This benefit is available only to residents and fellows while working in the ACGME program.
- D. Residents and fellows can use medical/parental/caregiver leave to cover absences related to parental leave (birth, adoption, placement for adoption or fostering), a personal illness/injury, or immediate family member's illness/injury. For purposes of this policy, immediate family includes spouse, domestic partner, grandparents, parents, stepparents, brothers, sisters, children, and grandchildren of both the Resident and spouse.
- E. Eligibility for medical leave will require a medical certification from the Resident's physician and will be approved under the same conditions provided under the Family Medical Leave Act (FMLA). Prolonged leave due to serious illness, injury, or pregnancy is to be used in conjunction with FMLA. Parental leave can be taken after delivery or adoption of a child and within 90 days of the event. Eligibility for caregiver leave will require a medical certification form the Resident's family member's physician and will be approved under the same conditions provided under the Family Medical Leave Act.
- F. Benefits including health and disability insurance are continued at the same employee cost as when actively at work.
- G. This paid 6 weeks leave of absence runs concurrently with any, and all applicable NCH Healthcare System and Family Medical Leave (FMLA) policies.
- H. Residents must use all available DOT time during the six weeks of paid leave and additional one week of paid time off. Additional paid time off hours will be added as needed to satisfy this leave policy.
- I. FMLA guidelines will be used to determine eligibility based upon medical condition or circumstances.
- J. Parental leave is intended to allow all new parents, including birthing and non-birthing parents, adoptive/foster parents, and surrogates to take paid time off.

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- K. Leave of absence may cause the training period to be extended. Extension of training is at the discretion of the Program Director and subject to availability.

Procedures to Apply for Six Week Paid Leave

- A. When possible, Residents should seek a minimum of 30 days advanced notice from the Program Director to ensure optimal planning time for schedules and discuss impact on board eligibility.
- B. Residents should reach out to the HR Benefits Specialist immediately at loa@nchmd.org or 239-624-5943 to determine the appropriate leave of absence paperwork the residents will need to complete.
- C. Residents have 15 days from receipt of paperwork to return completed documentation to the HR Benefits Specialist.