

Policy Title:	VACATION & LEAVE OF ABSENCE (PARENTAL/FAMILY LEAVE)
Most Recent Approval Date:	June 1 st , 2022
Contact:	Rush University Medical Center Designated Institutional Official (DIO)
Related Policies/Documents:	1. GME House Staff Leave Form 2. House Staff Returning from Medical Leave of Absence Policy
Regulatory Elements:	2022 ACGME Institutional Requirements [I.B.4.a).(5) and Sections IV.G. & IV.H.]

Policy – Consistent with ACGME institutional requirements, residents/fellows must be provided with a minimum of six weeks of approved medical, parental, or 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. The ACGME permits the use and combination of vacation and other types of paid leave to meet the minimum paid time off requirements, provided that doing so is consistent with applicable laws.

House staff must also be provided with at least the equivalent of 100 percent of their salary for the first six weeks of the approved medical, parental, or caregiver leave(s) of absences taken. A minimum of one week of vacation must be reserved for use outside of the first six weeks of the first approved qualifying leave taken.

Training programs must have written and accessible specialty-specific policies consistent with applicable laws, specialty certifying board training requirements, and this institutional GME policy. The program policy and the implementation of such policies may be reviewed by the Rush Graduate Medical Education Committee (GMEC) at least annually.

Certifying Specialty Boards may require a specific number of months of actual training per year in order for promotions to the next level or graduation; some allow a maximum number of weeks of leave. It may be necessary for the House staff to make up lost time by extending the training period to meet such requirements, a situation which may in some cases render the House staff less competitive when applying off-cycle for fellowships or employment. Program Directors must notify house staff intending to use any leave benefits of the effect the leave will have on their training completion date and how the trainee can meet the requirements for successful completion of the program.

Rush House Staff Benefits:

Vacation – House staff receive the equivalent of four work weeks with pay. Vacation must be scheduled by mutual agreement with the Program Director or his/her designee. House Officers may not carry over accrued but unused vacation beyond the end of the academic year. Any accrued but unused vacation will be forfeited at the end of the academic year.

Parental Leave (Maternity/Paternity/Adoptive) – Up to four consecutive weeks of leave shall be paid with benefits for the care of newly born or adopted child. House staff may use as much of their available vacation time as desired to extend parental leave beyond four weeks.

For pregnant House staff who are required by their obstetrician to have bedrest or a modified/restricted work schedule due to antepartum or postpartum complications (such as C-section), Medical Leave/Salary Continuation benefits are available with appropriate documentation. Medical Leave/Salary Continuation post-delivery would begin after the 4 consecutive weeks Maternity Leave and any available vacation time that has not been used. A physician’s consent is required. House staff should contact their Program Director and the GME Office.

Caregiver Leave – Up to four weeks of leave shall be paid with benefits for the care of an immediate family member (child, spouse, or parent/guardian) with a documented medical condition. Leave may be taken for a defined period of time, either consecutively or intermittently, as recommended by the treating physician. House staff may use as much of their available vacation time as desired to extend caregiver leave beyond four weeks.

Medical Leave/Salary Continuation Period – The House Officer may qualify for up to three months of paid leave with salary and benefits due to a personal health condition, extended illness or disability, where appropriate under the Salary Continuation Period. The length of time that the House Officer will be paid will be determined by the treating physician and how long the House Officer remains disabled. This type of leave may be used intermittently at the recommendation of the treating physician. The House Officer must follow Leave of Absence procedures.

Medical Leave of Absence – House staff may use up to twelve weeks total leave to care for a spouse, parent/guardian, or child with a serious health condition, where appropriate and with a note from the individual’s or the individual’s spouse’s, parent’s or child’s

treating physician. After available vacation and maternity/paternity/caregiver leave are exhausted, subsequent leave is unsalaried; however, the House Officer may maintain benefits by paying the Health and Dental insurance premium contribution. House staff should contact [Jennifer L. Hayes@rush.edu](mailto:Jennifer.L.Hayes@rush.edu) if they are considering taking an MLA.

Armed Services Reserve Duty Leave – Up to two calendar weeks paid with benefits. House staff may use another qualifying leave option to extend time away.

Unpaid Leave of Absence – May be extended at the request of the House Officer and the discretionary approval of his/her Program Director. Extension does not guarantee that the House Officer’s position will be held open pending his/her return to work; the unavailability of a position when a House Officer wishes to return to work shall result in termination of the House staff Agreement. House Officers may elect to maintain benefits during this leave by making arrangements with GME and paying COBRA rates for health insurance coverage.

The Medical Leave of Absence actually allows employees up to twelve weeks of leave in total, but the balance of that time beyond the 4 weeks of paid maternity/paternity/caregiver leave (see above) and vacation time allowable is unpaid.

Process for Requesting, Approving, and Recording Leaves of Absence

Failure to follow the required process for reporting, approving, and recording leaves of absence may result payroll errors.

1. The House Officer must request leave by completing the GME House staff Leave Form (available on MedHub under “RUSH GME Forms and Information”) and submitting it to their program director for approval. The House Officer must provide as much notice as is practicable to the Office of Graduate Medical Education and their Program Director when requesting leave.
2. The program director must review the requested leave and discuss with the House Officer the impact, if any, the time off will have on their training, including whether training will need to be extended. The program director and coordinator are encouraged to consult with the GME Office to ensure that the leave request is consistent with this policy and house staff benefits.
3. The program coordinator must enter the dates of the leave, the approved request form, and any time training will be extended in MedHub.
4. The program and/or the House Officer must contact the GME Office if the dates or the conditions of the leave change.
5. When requested, the House Officer must provide supporting documentation to the GME Office for their qualifying leave.

Note: Maternity/Paternity leave generally begins on the day of birth, it is essential that GME and the Program Director be notified of the actual start date of the leave if it is different from the date on the request, the number of vacation days to be applied toward the leave, and the actual return date. It will also be necessary for the program to send a modified rotation schedule for accurate MedHub reporting to Medicare.

The Rush values of Innovation, Collaboration, Accountability, Respect, and Excellence provides the foundation of how we treat each other, our patients, and their loved ones.

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