

<b>Policy Title:</b>	<b>VACATION &amp; LEAVE OF ABSENCE</b>
Most Recent Approval Date:	July 1, 2026
Contact:	Rush University Medical Center Designated Institutional Official (DIO)
Related Policies/Documents:	<ol style="list-style-type: none"> <li>1. GME House Staff Member Leave Form</li> <li>2. Wellbeing and Sick / Wellness Days Policy</li> <li>3. <a href="#">HR-B 14.00 Leave of Absence Policy</a></li> <li>4. <a href="#">HR-E 07.00 ADA Accommodation Request Process</a></li> </ol>
Regulatory Elements:	2025 ACGME Institutional Requirements [1.12.e., 2.6.c, 4.8—4.8.g.]

**Scope:**

All Graduate Medical Education (GME) Programs under the oversight of the Rush University Medical Center (RUSH) Designated Institutional Official (DIO). This policy applies to both accredited and non-accredited GME Programs.

**Policy:**

House staff members may take time away from training for a variety of reasons. All full-day absences must be submitted and approved in MedHub in advance or within one week of the house staff member’s scheduled time-off, starting the first day the house staff member is absent or as soon as practicable for emergent or unforeseen circumstances. It is the responsibility of the program for tracking, recording, and approving all full-day absences in MedHub. The program must provide an accurate accounting of all time away from training used and the benefits still available to house staff members throughout the academic year.

While on an approved leave of absence, House Staff Members are to be fully relieved of all work requirements. House staff members who are on an approved leave of absence must disclose and obtain prior approval by the DIO in order to continue working in any capacity for Rush or any other employer during the requested period of leave. Unapproved gainful employment while on any type of leave of absence is prohibited.

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. Program Directors must be knowledgeable of the specialty board’s rules and inform house staff members intending to use any leave benefits of the effect the leave will have on their training completion date and how the house staff member can meet the requirements for successful completion of the program.

House staff members shall be provided up to six weeks of approved medical, parental, or caregiver leave(s) of absence for qualifying reasons that are consistent with applicable federal, state, and local laws and at any time during the program, starting the first day the House Staff Member is required to report. During the qualifying leave, House Staff Members will be provided with at least the equivalent of 100 percent of their salary and benefits.

Qualifying leave of absences will run concurrently with any available Family Medical Leave of Absence (FMLA) or other applicable leaves, as consistent with applicable laws.

Providing false or misleading information relative to a requested or approved leave of absence is prohibited. Program Directors are required to promptly notify GME Business Manager and/or Human Resources for any instances suggestive of possible abuse.

**I. Rush House Staff Benefits:**

*The following is not a comprehensive list of leaves of absences. House Staff Members may qualify for other leaves as applicable to federal, state and local leave laws. Please see the Rush Policies in PolicyTech for more information on employee leaves of absences that are not unique to House Staff Members.*

**1. Standard Time Off.**

Vacation – House Staff Members receive the equivalent of four work weeks with pay. Vacation must be scheduled by mutual agreement with the Program Director or their designee. House Staff Members 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. Any accrued Paid Leave is governed exclusively by the Rush Paid Sick Leave and Paid Leave Policy and applicable state and local laws.

Sick Leave – The program director may approve time away from scheduled work due to illness. House Staff Member may use up to five days in any given academic calendar year without GME Office approval. *Please see the Wellbeing and Sick/Wellness Days Policy in MedHub for more information on this benefit.* Any accrued Paid Sick Leave is governed exclusively by the Rush Paid Sick Leave and Paid Leave Policy and applicable state and local laws.

Wellness Days – The program director may approve up to three days in any given academic year without GME Office approval. *Please see the Wellbeing and Sick/Wellness Days Policy in MedHub for more information on this benefit.*

Armed Services Reserve Duty Leave – Up to two weeks paid with benefits. House Staff Members may use another qualifying leave option to extend time away. Armed Services Reserve Duty Leave is administered directly by the GME Office.

## **2. Job-Protection and Unpaid Leave of Absences.**

Family Medical Leave of Absence – Provides job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. House Staff Members are eligible if they work for Rush for at least 12 months, have at least 1,250 hours of service with Rush during the 12 months before their FMLA leave. House Staff Members may use up to twelve weeks total leave to care for themselves, a spouse, parent/guardian, or child due to a serious health condition, with supporting documentation from the treating physician. After available sick, wellness, vacation, parental leave, caregiver leave and disability benefits are exhausted, subsequent leave is unpaid. The House Staff Member may maintain benefits by making arrangements with the GME Office and paying the insurance premium contributions. House Staff Members should contact the GME Office Business Manager if they are considering taking an FMLA. House Staff Members must contact AbsenceOne at (866) 648-4719 to apply for a FMLA leave.

Rush Medical Leave of Absence – Provides job-protected leave for qualifying medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. A Rush Medical Leave of Absence may be available to House Staff Members that are otherwise not FMLA eligible and require to be out due to their own serious health condition. House Staff Members may use up to twelve weeks total leave to care for themselves due to a serious health condition, with supporting documentation from the treating physician. After available sick, wellness, vacation, and disability benefits are exhausted, subsequent leave is unpaid. House Staff Members should contact the GME Office Business Manager if they are considering taking a RML. House Staff Members must contact AbsenceOne at (866) 648-4719 to apply for a RML.

If a House Staff Member qualifies as an individual with a disability and requires leave or an extension of a leave of absence as a reasonable accommodation, they should refer to HR-E 07.00 “ADA Accommodation Request Process.” Rush will review and all ADA reasonable accommodations on a case-by-case basis as part of the interactive process.

Civil Union and Domestic Partnership Leave - Provides job-projected leave for qualifying significant other medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. Rush Civil Union and Domestic Partnership Leave is available to House Staff Members that are otherwise not FMLA eligible as a result of the legal definition of their significant other. House Staff Members may use up to twelve weeks total leave to care for their significant other with a serious health condition, with supporting documentation from the treating physician. After available sick, wellness, vacation, and caregiver leave are exhausted, subsequent leave is unpaid. This policy matches all provisions of the FMLA for employees requesting time-off to care for their significant other defined as a spouse through a civil union or domestic partnership. House Staff Members should contact the GME Office Business Manager if they are considering taking a Civil Union and Domestic Partnership Leave. House Staff Members must contact AbsenceOne at (866) 648-4719 to apply for a Civil Union and Domestic Partnership Leave.

Illinois Victim’s Economic and Security Safety Act (VESSA) Leave - VESSA provides leave to an employee who is a victim of domestic, gender, or sexual violence, or any other crime of violence. VESSA also applies to an employee who has a family or household member who is a victim of domestic, gender or sexual violence, or any other crime of violence VESSA provides eligible employees with up to 12 weeks of unpaid leave, either in a continuous block, intermittent increments, or a reduced schedule, during any 12-month period to address issues arising from domestic or sexual violence. All Rush VESSA leaves are administered by AbsenceOne. Questions regarding eligibility and enrollment in VESSA should be directed to AbsenceOne.

Personal Leave of Absence – Previously referred to in this policy as “Unpaid Leave of Absence”. Rush also recognizes that House Staff Members may need to take a personal leave of absence for reasons that would not otherwise qualify for a leave under this or other Rush policies. Personal Leave may include 1) education; or, 2) compelling personal circumstances. This leave is unpaid and subject to the discretionary approval of the Program Director. Extension does not guarantee that the House Staff Member’s position will be held open pending their return to work; the unavailability of a position when a House Staff Member wishes to return to work may result in termination of the House staff Agreement. House Staff Members may elect to maintain benefits during their unpaid leave by making arrangements with the GME Office and paying the insurance premium contributions. Rush retains sole discretion on whether to approve personal leaves of absences and the duration of any such leave. House Staff Members should contact the GME Office Business Manager if they are considering taking a Personal Leave. House Staff Members must contact AbsenceOne at (866) 648-4719 to apply for Personal Leave.

### 3. Job Protection and Paid Leave of Absences.

Parental Leave (Maternity/Paternity/Adoptive/Foster) – Up to six weeks of leave shall be paid with benefits for the care of a newly born child or a child placed under the House Staff Member's care through adoption or foster. Leave may be taken for a defined period of time, either consecutively or intermittently. Intermittent scheduling shall be permitted in 2-week or longer leave increments, or as recommended by a treating physician. The defined period of time, including the use of consecutive or intermittent leave must be outlined in the initial leave request form. Parental Leave must be completed within 12 months after the birth, adoption, or foster placement date. This leave will be administered through AbsenceOne. This leave will run concurrently with any applicable job protected leave, FMLA, or Rush Medical Leave, subject to eligibility. Rush will provide job protection for the period of an approved paid parental leave to House Staff Members that are otherwise not eligible for FMLA or other applicable job protected leave.

The intent is that the six weeks of parental leave is the maximum amount of paid parental leave for a birth or child placement event. For example, a House Staff Member having twins would not receive twelve weeks of paid parental leave. A House Staff Member would also not receive another six weeks of paid parental leave if the leave is used in two different academic years.

At the individual's discretion, they may use as much of their available vacation time as desired to extend parental leave beyond the total of six weeks of paid leave.

Pregnant House Staff Members who may need additional leave due to pregnancy and/or pregnancy complications should contact AbsenceOne, the GME Business Manager, and their Program. All work accommodations are facilitated through the Rush HR-E 07.00 ADA Accommodation Request Process. *Please see the Rush Policy in Inside Rush PolicyTech for more information.* Please see Short-Term Disability benefit below for more information on additional leave benefits available due to pregnancy or pregnancy complications.

Caregiver Leave – Up to six 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. The period of leave will be determined based on documentation provided to AbsenceOne. This leave will run concurrently with any applicable job protected leave, FMLA, or Civil Union and Domestic Partnership Leave, subject to eligibility. Rush will provide job protection for the period of an approved paid caregiver leave to House Staff Members that are otherwise not eligible for FMLA or other applicable job protected leave. At the individual's discretion, they may use as much of their available vacation time as desired to extend caregiver leave beyond the total of six weeks.

Short-Term Disability – The House Staff Member may qualify for up to 90 days of salary continuation with 100 percent salary and benefits due to a qualifying injury or illness. The period of leave will be determined based on documentation provided by the treating physician to AbsenceOne. This leave will run concurrently with FMLA or Rush Medical Leave, subject to eligibility. The House Staff Member must follow Leave of Absence procedures and be approved for leave to receive disability benefits.

The House Staff Member may qualify for an additional 90 days of 60 percent salary and benefits due to their own personal injury or illness, if deemed disabled, including birth of a child. The period of disability will be determined based on documentation provided by the treating physician to AbsenceOne. The House Staff Member must follow Leave of Absence procedures and be approved for a leave to receive disability benefits.

#### II. Process for Requesting, Approving, and Recording Leaves of Absence:

*Failure to follow the required process for reporting, approving, and recording leaves of absence as outlined in this policy may result in payroll errors, denial of the leave, and associated discipline, up to and including termination.*

1. To initiate a leave of absence, the House Staff Member:

- a) Must complete the GME House Staff Member Leave Form (see page 5) and submit it to their program director for approval. Absent extenuating circumstances, the House Staff Member must provide as much notice as is practicable to the Office of Graduate Medical Education and their Program Director when initiating a leave request.

The program director must review the requested leave and discuss with the House Staff Member 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 must consult with the GME Business Manager to ensure that the leave request is consistent with this policy and House Staff Member benefits.

- b) Must contact AbsenceOne at (866) 648-4719 to request a medical, family medical, parental, caregiver, or personal leave of absence, or any other applicable leave of absence type and disability payments (if eligible). Applicable requests will require supporting documentation for review and determination.

2. The program coordinator must enter and approve the dates of the leave, the signed request form from the program director, supporting documentation of any time training will be extended in MedHub. *Please see the [GME Vacation and Leave of Absence page](#) on Inside Rush for information.*
  - a) House Staff Members on a visa must notify the Rush Immigration Specialist prior to taking the leave of absence.
3. The House Staff Member must contact the GME Business Manager and AbsenceOne as soon as practicable if the dates or the conditions of the leave change. Additional supporting documentation may be required.
  - a) It is essential that the GME Business Manager, AbsenceOne, and the Program Director be notified of the actual day of birth if it is different from the date on the leave request. Including if applicable, the number of vacation days to be applied toward the leave following the paid six-weeks, and the actual return date. It will also be necessary for the program to send an updated rotation schedule for accurate MedHub reporting to Medicare.
  - b) Absent extenuating circumstances, House Staff Members are required to keep the GME Business Manager and/or Program Director reasonably informed as to the anticipated duration of the leave of absence and anticipated return to work date.
4. When requested, the House Staff Member is responsible for providing any additional documentation to AbsenceOne and/or the GME Business Manager for their qualifying leave. Additional supporting documentation will be provided to AbsenceOne via the upload portal, emailed or faxed directly by the health care provider.

### **III. Process for House Staff Members Returning from Leaves of Absences:**

1. House Staff Members must email the GME Business Manager on the first day they return to work.
2. House Staff Members on leave due to a personal health condition for more than 3 days, or returning after a 90 days absence, must complete the return-to-work screening process by scheduling an appointment with Employee Health at 312-942-5878. This is required for all employees returning to work in alignment with Rush Policy.
  - a) House Staff Members must bring the release form from their health care provider to the appointment. Employee Health will need to clear the House Staff Member to return PRIOR to starting work. The release form from the health care provider must also be submitted to AbsenceOne by email or fax.
  - b) In the event of a return to work with restrictions and/or where ADA reasonable accommodations are requested, House Staff members should contact Human Resources in accordance with Rush Policy HR-E 07.00 "ADA Accommodation Request Process."
3. When deemed necessary by the DIO in collaboration with the program director, additional clinical evaluation of the House Staff Member may be required prior to return or during the program if there is a concern about performance or capacity to perform the duties of the training program. This additional evaluation if required, will be at Rush's expense.
4. House Staff Members may request reasonable accommodations through the HR-E 07.00 ADA Accommodation Request Process. If the House Staff Member is unable to return to work when expected, they should contact AbsenceOne, Human Resources, and the GME Business Manager. *Please see Rush Policy in Inside Rush PolicyTech for more information.*



# GME House Staff Member Leave Form

\*House Staff Members on visas must notify the Rush Immigration Specialist prior to taking a leave of absence.\*

House Staff Members must use this form to request time away from training due to a leave type below. See pages 1-2 for descriptions of leave benefits in the GME Vacation and Leave of Absence Policy.

- ✓ Questions about available sick, wellness, and vacation day balances should be directed to your program coordinator.
- ✓ Questions about leave benefits should be directed to Jennifer Hayes in GME ([Jennifer.L.Hayes@Rush.edu](mailto:Jennifer.L.Hayes@Rush.edu)).

House Staff Member \_\_\_\_\_ Program \_\_\_\_\_ PGY \_\_\_\_\_

**Select type(s) of leave requested:**

- |  |   |
|--|---|
| <input type="checkbox"/> Family Medical Leave of Absence (FMLA)          | <input type="checkbox"/> Armed Services Reserved Duty |
| <input type="checkbox"/> Rush Medical Leave (RML)                        | <input type="checkbox"/> Personal Leave of Absence    |
| <input type="checkbox"/> Civil Union and Domestic Partnership Leave      | <input type="checkbox"/> VESSA                        |
| <input type="checkbox"/> Parental Leave (Maternity/ Paternity/ Adoptive) | <input type="checkbox"/> Other Qualifying Leave       |
| <input type="checkbox"/> Caregiver Leave                                 |   |
| <input type="checkbox"/> Short-Term Disability (STD)                     |   |

Dates of anticipated leave: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Total number of days: \_\_\_\_\_

Your Program Director/Coordinator, the GME Office and AbsenceOne must be notified of your **exact leave dates** and any **changes to the dates** as soon as possible. Submit a REVISED leave form if necessary.

**Calculate Parental or Caregiver Leave:**

**Section A. Do you plan to use the full 6-week parental or caregiver leave benefit for this life event?**

Yes  No: My parental or caregiver leave will be less than 6 weeks (42 calendar days). It will be \_\_\_\_\_ days.

**Section B. Do you plan to extend parental or caregiver leave beyond 6 weeks using vacation?**  Yes  No

Additional vacation days to extend leave: \_\_\_\_\_

**Section C. Do you plan to extend parental or caregiver leave with unpaid time off?**  Yes  No

Additional unpaid days to extend leave: \_\_\_\_\_

**Total time off**

Section A \_\_\_\_\_ 42 days (6 weeks) or number of days entered for a leave less than 6 weeks

Section B + \_\_\_\_\_ Number of days leave is extended using available vacation, if applicable

Section C + \_\_\_\_\_ Number of days leave is extended with unpaid time off, if applicable

**Total days off** \_\_\_\_\_

**Will this leave be taken consecutively or intermittently?**  Consecutively  Intermittently: Please describe scheduling plans for the requested intermittent leave (*please see policy for details*): \_\_\_\_\_

The program director must notify the House Staff Member of the effect the leave of absence will have on their training completion date and how the House Staff Member can meet the requirements for successful completion of the program.

Will training be extended? **(CHECK ONE)**  YES (Enter new end date of PGY: \_\_\_/\_\_\_/\_\_\_) or  NO or  Unknown at this time.

**(CHECK)**  This time off was requested in MedHub on \_\_\_/\_\_\_/\_\_\_ by (name) \_\_\_\_\_

House Staff Member's signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Program Director's pre-approval \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Email this form to Jen Hayes ([Jennifer.L.Hayes@Rush.edu](mailto:Jennifer.L.Hayes@Rush.edu)) with your Program Director's signature as soon as possible.**