

<b>Policy Title:</b>	<b>VACATION &amp; LEAVE OF ABSENCE (PARENTAL/FAMILY LEAVE)</b>
Most Recent Approval Date:	April 6 <sup>th</sup> , 2021
Contact:	Rush University Medical Center Designated Institutional Official (DIO)
Related Policies/Documents:	<ul style="list-style-type: none"> <li>• House Staff Returning from Medical Leave of Absence Policy</li> <li>• House Staff Agreement</li> <li>• GME House Staff Leave Form</li> </ul>
Regulatory Elements:	2021 ACGME Institutional Requirements (Sections IV.G. & IV.H.)

**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.

**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. The House staff must provide 90 days’ notice (or as much notice as practicable) to the Office of Graduate Medical Education and their Program Director of the request for leave and must complete the necessary forms.

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.

**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. 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, 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 leave are exhausted, subsequent leave is unsalaried; however, the House staff may maintain benefits by paying the Health and Dental insurance premium contribution. The House staff must provide 90 days’ notice (or as much notice as practicable) to GME and his/her Program Director of the request of leave and complete the necessary forms. House staff should contact Jennifer\_L\_Hayes@rush.edu if they are considering taking an MLA.

**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.

A GME House staff Leave Form (available on MedHub under “RUSH GME Forms and Information”) needs to be completed and approved prior to leave and filed with the program and GME. Ninety (90) days of advance notice should be given if possible. Since 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 (sometimes different from the predicted), 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 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 leave (see above) and vacation time allowable is unpaid.

Information about additional leave benefits and rules can be found in the House staff Agreement, Appendix A.

Note: 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 residency 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. House staff intending to use the maternity/paternity leave provisions MUST contact their Program Directors to discuss these ramifications and to know how they can meet the program requirements for successful completion.

Approved at GMEC 03/22/2010  
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