

# TEMPLE UNIVERSITY HOSPITAL GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

NUMBER: TUH GMEC – 205  
TITLE: Leaves of Absence  
EFFECTIVE DATE: 07/00/1997  
LAST REVIEWED: 09/01/2005, 8/1/2007, 5/22/2007, 8/2009,  
LAST UPDATED: 1/07/2011; 10/31/2014  
REFERENCES:

## PURPOSE

This policy and procedure describes the types of leaves of absence that are available to all residents and the conditions surrounding each leave of absence.

## POLICY

It is the policy of Temple University Hospital to provide appropriate leaves of absence for residents in accordance with applicable laws, regulations and requirements that govern same. Leaves of absence for Residents must also comply with applicable requirements of the ACGME. The Hospital requires Residents to extend their residency for the period of time granted as “leave time” in order to complete all necessary educational requirements as prescribed by the ACGME and any applicable specialty Board requirements.

## PROCEDURES

1. A Leave of Absence (LOA) may be granted to a Resident if he/she submits a request in writing to his/her Program Director and the Office of Graduate Medical Education stating the reasons and duration of the requested LOA.
2. Requests for LOA are required thirty (30) days prior to the inception of the leave, except in cases of emergent or urgent need.
3. Requests for LOA must be approved by the Program Director and the DIO or his/her designee.

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4. Residents may be granted the following categories of Leave:

A. Family Medical Leave (FML)

Family Medical Leave is an unpaid leave that may be granted after one year of service for up to twelve (12) weeks in a twelve (12) month period. Such leaves are granted to allow time off to care for a newborn, an adopted child, a child placed for foster care, a Resident's spouse, child or parent with serious health conditions. FML may also be granted for the Resident's own serious health condition. Accumulated paid time off may be used to offset financial hardship.

B. Medical Leave (ML)

Medical Leave is an unpaid leave that may be granted for an extended period of time in excess of the twelve (12) week FML.

C. Military Leave

Military Leave may be granted upon request for a specified period of time. Military Leave is unpaid and does not count against vacation or holiday benefits.

D. Workers' Compensation Leave

A leave of absence resulting from an illness or injury sustained while on duty at the Hospital. Such leaves are generally paid leaves of absence; however, circumstances may vary and each case is individually determined as per applicable law.

E. Other leaves of absence:

A leave of absence may be granted for reasons other than those outlined above. Such leaves are individually reviewed and must be approved, in advance, by the Program Director and the DIO.

Any leave of absence may require the resident to make up clinical time lost as per the program specialty board. The Office of Graduate Medical Education will track and monitor all leaves of absence.

Note: ACGME makes no distinction between interns, residents, and fellows. All levels are referred to as "residents".

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## **APPROVALS**

*Note: The signed original of this policy is on file in the Office of Graduate Medical Education*

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