VCU Health System

Graduate Medical Education Policy

HOUSESTAFF LEAVE POLICY

Sick Leave: Paid Sick leave is provided to housestaff in the amount of thirty (30) calendar days within a year's contract period. It does not carry forward.

Family and Medical Leave: Family and Medical leave for members of the housestaff complies with the Family and Medical Leave policy established by Virginia Commonwealth University and the Medical College of Virginia Hospitals. It allows for up to 12 weeks of paid [sick or vacation] and/or unpaid leave within the guidelines of the policy. A major consideration for this leave is its potential effect on training completion. Please see your program director or the GME office for additional details.

Vacation: All housestaff receive three (3) weeks of vacation. Additional compensation is not provided in lieu of vacation. It may not carry forward.

Holiday and Compensatory Time: The resident follows the rotation schedule of the service to which he or she is assigned for that month. For example if a clinic is closed on Saturday and/or Sunday, the resident is not required to work unless otherwise assigned. The same is true with holidays. The resident is not eligible for compensatory time.

Professional Leave: Each program has its own professional leave policy which covers conferences, research time and other scholarly activities.

Educational Training Leave: All residents may be eligible for one month of educational training leave. This is most often in the final year of their training. Salary and Benefits will be paid during that month. Your program director or the GME office may be contacted for additional information.

Leave of Absence: Residents may request a leave of absence from their program director. The decision to grant the leave will be reviewed by the program director and the Director of Graduate Medical Education. Part of the review will be based upon the impact of this leave on the program and on the resident's completion of training.

Bereavement Leave/Family Sick Leave: A resident may be allowed up to three (3) days per year of Bereavement Leave or Family Sick Leave for an immediate family member. This leave is to come from Sick Leave.

Additional Time for Completing Board Requirements: In certain cases, authorized absence of housestaff members may jeopardize Board certification. In the event that the time missed needs to be made up to satisfy educational requirements (e.g., at the end of the normal term of appointment), the institution will be requested to continue to pay all salary and fringe

benefits during the extended appointment as described in Section III of the Family and Medical Leave Policy:

> *Make-up training that occurs in a fiscal period other than when leave is taken requires that funding for housestaff salary and benefits is carried forward into this next fiscal period. This funding will not be provided by VCUHS unless approved following a request in writing by the Program Director to the Associate Dean for Graduate Medical Education. Funding past the initially scheduled completion date for the post-graduate year will be for a maximum of six (6) weeks. In exceptional cases, funding for housestaff salary and/or benefits for make-up time that extends beyond six weeks may be granted by the Executive Committee of the Graduate Medical Education Committee. The Executive Committee will consider these requests on a case by case basis. It is the responsibility of the Program Director to request this additional paid make-up time at the time of the leave request. Requests for paid make-up time that extends beyond six weeks made after the initial leave request will not be considered*

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