

**CONEMAUGH MEMORIAL MEDICAL CENTER
GRADUATE MEDICAL EDUCATION POLICY**

LEAVE OF ABSENCE POLICY

Purpose

The purpose of this policy is to clarify leave of absences for residents/fellows that involve time away from work (both paid and unpaid) for situations that meet the requirements of the Family and Medical Leave Act (FMLA), Military Leaves of Absence that meet the requirements of the FMLA or USERRA, Personal Leave of Absence, and/or Educational Leave of Absence.

Applies To

All Conemaugh Memorial Medical Center residency/fellowship training programs.

Policy

Residents/fellows must follow set procedure when requesting any type of leave of absence from their programs. **They also must follow the CMMC Human Resource Policy titled “Leave of Absence”.**

Procedure

- A. Residents/fellows are responsible for notifying their Program Director of pending request for leave of absence as soon as possible in order to allow time for the consideration of program needs.
- B. Residents/fellows are responsible for completing any leave of absence forms required by the Human Resources Department and routing the completed form to the Program Director to review and sign.
- C. Residents/fellows are responsible for scheduling appointments with the Benefits Staff of Human Resources to arrange for benefits coverage during the leave, if applicable.
- D. Residents/fellows must follow the Human Resource Policy titled “Leave of Absence”

Making Up Leave Time

- A. Residents/fellows may have to make up time missed from training in order to be eligible for full credit toward their boards. Any absence beyond a total of the specific specialty board allotted time (including vacation and other paid time off) in any given year will require an extension in his/her contract in order for the resident/fellow to receive credit for the year. Extensions for making up time are routinely up to 12 weeks. Longer periods would be determined on a case-by-case basis by the program director.
- B. Residents/fellows are informed and acknowledge that additional training after a leave of absence may be needed for successful completion of program requirements and/or board certification requirements. The amount of time needed to make up for the leave of absence shall be determined by the program director and the requirements of the pertinent specialty certifying board. The resident/fellow will be responsible for contacting the appropriate specialty certifying board regarding the impact the leave of absence will have on their board eligibility.

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References

IR: IV.G. (Vacation/Leave of Absence)

GMEC Revised: 1/2016, 3/2018

Review by GMEC: 3/1998, 4/1998, 3/2001, 5/2002,
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