

**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, General Leave of Absence, and/or Educational Leave of Absence.

Applies To

All Conemaugh Memorial Medical Center ACGME accredited (Accreditation Council for Graduate Medical Education) 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 and the GME office of pending request for leave of absence as soon as possible to allow time for the consideration of program needs. An estimated start and end date must be submitted for approval.
- B. Federal regulations require that ECFMG maintain up-to-date records on the locations and activities of the exchange visitor physicians it sponsors. Therefore, ECFMG must be informed in advance of any planned LOA including, but not necessarily limited to, medical, parental, or academic leave. Once notified of a planned LOA, ECFMG will review the plan to ensure that eligibility for J-1 visa sponsorship is not impacted and that sponsorship can be maintained for the full duration of the leave. Additional documentation may be requested upon review. Once ECFMG has fully evaluated the plan and any supporting documentation provided, ECFMG will follow-up with the exchange visitor physician and the Training Program Liaison (TPL) at the host institution.
- C. Residents/fellows are responsible for contacting the third party leave administrator for all requests for a leave of absence. (See – Lincoln Financial Information Packet)
- D. Residents/fellows must follow the Human Resource Policy titled “Leave of Absence” however, if there is a disagreement between the Human Resource policy and the GME policy, the GME “Leave of Absence” policy will prevail.
- E. Family/ Medical Leave: Due to the unique nature of graduate medical education training, residents/fellows are eligible to apply for family/medical leave under the Family and Medical Leave Act of 1993 (“FMLA”) upon commencement of training.

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

1. Residents/fellows are eligible for up to 12 weeks of FMLA leave in any rolling 12- month period. The rolling 12-month period is measured back from the date the leave commenced or will commence. Time off does not have to be taken consecutively but cannot exceed 12 weeks in a rolling 12-month period. FMLA leave is available for the birth, placement for adoption, or placement for foster care of a child, including parental leave; or for the resident/fellow's own serious health condition or serious health condition of a close family member as defined by the Family and Medical Leave Act.
2. While in general FMLA is an unpaid benefit, residents/fellows may receive up to six weeks of paid FMLA leave (of the 12 weeks available), for the first six weeks of the first approved FMLA eligible leave, when the leave is taken for the conditions described in 1 above.
3. The resident/fellows will not be required to take three PTO days prior to receiving STD for the first six weeks of the first approved medical, parental or caregiver leaves(s) of absence. Any LOA(s) taken after that first six weeks of the first approved FMLA, the resident/fellow will adhere to the Human Resources LOA policy.
4. Residents/fellows may reserve a minimum of one week of paid time off for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken (first six weeks will be paid after that time period, you can take a minimum of one week PTO if you choose to do so).
5. During any approved medical, parental, or caregiver leave(s) of absence taken, residents/fellows and their eligible dependents will have continuation of their health benefits to include dental and vision coverage and disability insurance benefits.

Making Up Leave Time

- A. Residents/fellows may have to make up time missed from training 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 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.

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

References

IR: 4.8 (Vacation/Leave of Absence)

GMEC Revised: 1/2016, 3/2018, 4/2022, 9/2022; 3/2025

GMEC Reviewed and Approved: 3/1998, 4/1998, 3/2001, 5/2002, 8/2003,
8/2004, 10/2005, 12/2006, 2/2022, 4/2022, 10/2022, 1/2025, 3/2025, 2/2026