UC Health

POLICY

POLICY #	**UCH-EHW-037-01**
POLICY NAME	**GME Paid Leave Policy for Residents and Fellows**
ORIGINATION DATE	**02/15/2022**
SPONSORED BY	**Kelley Crandell**
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VIII.　POLICY

[X] Administrative　　[ ] Interdepartmental　　[ ] Departmental　　[ ] Unit Specific

It is the policy of UC Health to provide Residents and Fellows with leaves of absence that are consistent with applicable law and the standards of the Accreditation Council for Graduate Medical Education ("ACGME"). This revised policy will go into effect on July 1, 2025.

IX.　PURPOSE

Describe the policy and procedures for providing Residents and Fellows with leaves of absence.

X.　DEFINITIONS

A. **Resident and Fellows.** Physicians who are participating in the Residency or Fellowship Programs at UC Health.

B. **Residency and Fellowship Programs.** A collaboration between UC Health and the University of Cincinnati College of Medicine ("College") to provide graduate medical education (GME) to Residents and Fellows consistent with ACGME or other accrediting body standards.

C. **GME Paid Leave Qualifying Events**
   1. **Medical Leave**. Leave for a health condition that makes the Resident or Fellow unable to perform their job or for continuing treatment by a health care professional for a condition that is either chronic or, if left untreated, might reasonably expected to prevent the Resident or Fellow from performing their job.
   2. **Caregiver Leave.** Leave To care for the Resident or Fellow's spouse, child, or parent, who has a serious health condition. Children must be under the age of 18 or age 18 or older and incapable of self-care because of a mental or physical disability.
   3. **Parental Leave.** Leave for incapacity due to pregnancy, prenatal medical care, or childbirth; to attend to the adoption of a child or placement of a child for foster care; or to care for the child during the first year following birth, or placement for adoption or foster care.

D. **UC Health Paid Parental Leave (UCH PPL)**
   1. Leave to care for and bond with the employee's newborn, newly adopted or newly placed child through birth, adoption, or foster placement. This time is not meant to cover recovery time following the birth of a child which is covered separately.
   2. Qualifying Event for UC Health Paid Parental Leave - When an employee becomes a new parent due to birth, adoption, or foster placement of a child (17 years old or younger).

VIII. **PROCEDURE**

A. **Eligibility**
   1. While enrolled in a Residency Program, Residents and Fellows may take up to a total of six weeks of approved GME Paid Leave of absence once during their tenure in their training program for qualifying reasons (noted above) and receive 100 percent of their salary during that time.

   2. In addition to the six weeks of GME Paid Leave for the qualifying events noted above, Residents and Fellows are eligible to receive an *additional* four weeks of UC Health Paid Parental Leave (herein known as "UCH PPL") to care for and bond with the employee's newborn, newly adopted or newly placed child through birth, adoption or foster placement. Residents and Fellows will receive 100 percent of their salary during this time.

   3. Eligibility for GME Paid Leave begins on the first day the Resident or Fellow is required to report for work. Eligibility for the UCH PPL is per the UC Health policy (see policy UCH-EHW-041-01 for additional details regarding process, benefits, and protections).

D. GME Paid Leave is available for a total of 6 weeks during the Resident's or Fellow's tenure in their training program, not annually. UCH PPL is available once in a rolling calendar year (12-months-rolling backwards) measured from the date of the Qualifying Event. Leave may only be used during the Academic year.

Residents and Fellows should work directly with their Program Director to ensure that they meet all training and board certification requirements for their specified program when taking leave.

C. Residents and Fellows will be paid the equivalent of 100 percent of their salary during the six weeks of GME Paid Leave. Accrued PTO exceeding 10 days must be used as part of the Paid Leave. For example, if a Resident applies for 5 weeks of GME Paid Leave and has 15 days of accrued PTO, the first 5 days of Paid Leave will be paid from the Resident's accrued PTO, leaving the Resident with 10 days (80 hours) of accrued PTO. Short-term disability benefits, and other paid leave benefits, may also be applied toward the Paid Leave pursuant to the terms of the applicable benefit plan.

It will be up to the discretion of UC Health to determine all applicable pay types to ensure that the Resident and Fellows are paid at 100% for all applicable, approved GME Paid Leaves, not to exceed a total of 6 weeks throughout their tenure in the Residency Program.

D. All available GME Paid Leave will be applied to the first leave request. If the leave does not meet or exceed six weeks, all remaining available leave may be taken in one week increments for any subsequent leave requests for Qualifying Events.

E. Once these six weeks of GME Paid Leave are exhausted, residents may still be eligible for UCH PPL or short-term disability leave for applicable parental or medical leaves under UC Health policy.

F. Trainees who take leave for the birth, adoption, or fostering of a child can decide if they will utilize GME Paid Leave, short-term disability (only for those giving birth), or UCH PPL for that time off with a child. If a birthing parent does not utilize GME Paid Leave following the birth of a child, they are still eligible to receive short-term disability at less than 100% of their salary for the duration of their physician-approved leave.

G. Medical, disability and other benefits will continue during GME Paid Leave pursuant to the terms of the applicable plan document(s).

H. To apply for Paid Leave Residents and Fellows should:
1. Discuss their leave plans with their program director to ensure adequate coverage plans are in place for patient care.
2. Complete the Office of GME Resident/Fellow Leave of Absence Request Form. Completed forms should then be submitted to the GME office's Director of Business Operations.
3. The Office of GME will submit the form to Employee Health who will then contact the resident/fellow with any necessary leave paperwork they will need to complete.
4. Questions about leave of absence paperwork should be submitted via email to UCHLOA@UCHealth.com or by calling 513-585-6518 and selecting Option 1.

I. Residents and Fellows must provide 30 days advance notice of the need to take GME Paid Leave or UCH PPL when the need is foreseeable. When 30 days' notice is not possible, notice must be given as soon as practical.

J. Residents and Fellows are required, upon request, to timely provide documentation, satisfactory to the Program and UC Health, supporting their application for GME Paid Leave and any other types of leave.

K. Fraudulent use of GME Paid Leave will result in corrective action up to and including termination from the Program and from employment with UC Health.

L. The Residency Program will provide Residents and Fellows with information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the Program and upon a Resident's/Fellow's eligibility to participate in examinations by the relevant certifying board(s).

M. The Residency Program has the sole and complete discretion to interpret and apply the terms of this policy. This policy may be amended from time-to-time as determined by the Residency Program.

IX.   KEY WORDS

Fellows
Residency
GME Paid Leave
UCH PPL

X.   APPENDIX

Appendix A – FAQs for the GME Paid Leave Policy for Residents and Fellows

XI.   RELATED FORMS

None.

XII.   REFERENCES / CITATIONS

None