

INOVA FAIRFAX MEDICAL CAMPUS GRADUATE MEDICAL EDUCATION POLICY

Institutional Policy on Resident Leave

I. Purpose:

To establish a policy that outlines all forms of leave for house officers and provides accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a house officer's eligibility to participate in examinations by the relevant certifying board(s). Each program director must have their own programmatic policy which defines the amount of leave permissible for satisfactory completion of the program and specialty board eligibility.

II. Scope:

This policy will apply to all House Officers participating in ACGME or CPME post-graduate training programs sponsored by Inova Fairfax Medical Campus.

III. Definitions:

House Staff/House Officer – refers to all interns, residents and fellows enrolled in an ACGME or CPME accredited post-graduate training program.

Post-graduate Training Program – refers to a residency or fellowship educational program.

GME - refers to the Graduate Medical Education department

ACGME - refers to Accreditation Council for Graduate Medical Education

CPME- refers to the Council on Podiatric Medical Education

IV. Types of Leave:

A. GME Paid Leave of Absence (**Effective July 1, 2022**)

1. House staff may be eligible for six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws. This benefit is available on first day of employment and may be taken at any time during an ACGME or CPME accredited program. Requests for GME paid leave will require the trainee to complete the "Inova House Officer Leave of Absence Request Form".
2. This six-week paid leave may only be used once during the course of the training program, however, the leave does not need to be consecutive. If the leave is not consecutive, an additional "Inova House Officer Leave of Absence Request Form" must be completed and approved for each paid leave requested under this benefit.
3. When on a GME Paid Leave of Absence, house officer will receive 100% of their salary for six weeks of the approved medical, parental, or caregiver leave(s) of absence taken.
4. In addition to the above six weeks, each house officer is provided one week of paid time off reserved for use outside of the six weeks of GME paid leave of absence.
5. During any approved medical, parental, or caregiver leave of absence, the house officer is ensured the continuation of health and disability insurance benefits for themselves and their eligible dependents.

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B. Short-Term & Long-Term Disability

1. House staff requiring additional medical leave outside of the GME Paid Leave of Absence benefit may use Short-Term Disability (STD). Refer to the Inova Disability and Medical-Related Leave Programs Policy #9297534
2. House staff may use Long-Term Disability (LTD) if he/she is unable to return to work due to the same qualifying personal medical condition and has exhausted the maximum 180 days of STD benefits. Refer to the Inova Disability and Medical-Related Leave Programs Policy #9297534

C. Unpaid Leave of Absence:

1. House staff requiring additional parental, caregiver or other leave that does not meet the above criteria for GME Paid leave, Short-term or Long-term disability, may request an Unpaid Leave of Absence. The decision to grant such leave will be reviewed by the Program Director. Part of the review will be based upon the rationale for the requested leave of absence and on the trainee's ability to complete the required months of training as set forth by the RC and the specialty Boards. The 'Inova House Officer Medical and Family Leave Request Form' must be submitted to the GME Office prior to this leave.
2. House officers who complete one (1) year of service and 1,250 hours of employment are eligible Family Medical Leave (FML). House Officers requesting FML must refer to Inova's Family and Medical Leave Act Policy #9297506 and should consult the Human Resources Department and the Program Director for additional information. In addition to completing the HR related documentation, the 'Inova House Officer Leave of Absence Request Form' must also be completed and submitted to the Graduate Medical Education office.

D. Vacation: House officers receive 4 weeks of paid vacation per academic year. Vacation time may not carry forward from one academic year to the next without approval from the Program Director and DIO. Any vacation time remaining at the end of an academic year or at the end of employment will not be paid out.

E. Holiday Time/Compensatory Time: If a house officer is assigned to duties on one of the seven national holidays observed by Inova Fairfax Medical Campus, no compensatory time may be accumulated.

F. Professional Leave: Each residency program has its own written professional leave policy and process, which covers attendance at off-site conferences, research time, and other scholarly activities away from the Inova Fairfax Medical Campus.

G. Bereavement Leave: A house officer may be allowed up to three (3) days of Bereavement Leave for the death of an immediate family member as defined in Inova Time Away Programs Policy #9848671. Bereavement leave will be managed at the departmental level.

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V. Responsibilities/Requirements:

A. Program Responsibility:

Each program director must have their own programmatic policy which defines the amount of leave permissible for satisfactory completion of the program and specialty board eligibility.

B. Reinstatement to the House Staff Program:

Prior to being allowed to return to work from a Serious Health Condition Leave (as defined in the Family and Medical Leave Act Policy), a house officer must submit an acceptable release from a health care provider that certifies the house officer is fit for duty. For a house officer on intermittent FML, such a release may be required if reasonable safety concerns exist regarding the house officer's ability to perform his or her duties, based on the health condition for which the house officer took the intermittent leave.

Irrespective of time away from training, training is expected to be extended when the Clinical Competency Committee has determined that competency has not been achieved. As such, promotion of a house officer previously on extended leave, is subject to the house officer meeting the existing academic requirements of the program. An appropriate plan to "make up" training time lost due to a leave of absence will be determined by the Program Director.

If "make up" training occurs in an academic year different from that when the leave is taken, funding will be carried forward at the same PGY rate until the house officer promotes to the next level. In this case, a contract extension will be executed.

C. House Staff Responsibility:

House officers must consider the potential effect of leave on training completion as required by the ACGME or CPME, and on eligibility for board certification as defined by the American Board of Medical Specialties or the American Board of Podiatric Medicine.

It is the responsibility of the house officer to contact the American Board of Medical Specialties or the American Board of Podiatric Medicine and their Program Director to discuss ramifications of Leaves of Absence on their ability to sit for the specialty boards and to discuss requirements for completion of the training program.

This policy is always available in the Inova House Staff Manual and on the GME internal website.

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Inova House Officer Leave of Absence Request Form**

Name _____ Provider ID _____

Program _____ PGY Level _____

Type of Leave Requested: GME Paid LOA Short-Term Disability (STD)* Unpaid LOA

Reason for Leave _____

Dates Requested (To Be Completed by the Program Director)

From _____ to _____

Approved Not Approved (Please provide reason below)

Reason for Non-Approval _____

House Officer Signature

Date

Program Director Signature

Date

Director, Graduate Medical Education Signature

Date

***Additional HR documents may need to be completed for any Short-Term Disability or Unpaid LOA requests**

****Inova House Officer Leave Attestation MUST be signed and submitted with this request form.**

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Inova House Officer Leave Attestation

I understand that taking an extended leave of absence may impact my criteria for satisfactory completion of my residency/fellowship program and my eligibility to participate in examinations by my relevant certifying board(s).

By signing this attestation, I acknowledge that I have discussed my leave request with my Program Director and have checked with the American Board of Medical Specialties (ABMS) or the American board of Podiatric Medicine (ABPM) and fully understand the effect this leave has on my ability to sit for National Specialty Boards. Furthermore, I fully understand that I may be required to make up time in order to qualify for the Boards and successfully complete my training program.

Printed Name (House Officer)

Signature (House Officer)