

**Purpose:** These guidelines and procedures apply to all residents and fellows in GME programs sponsored by the University of Missouri-Kansas City (UMKC) School of Medicine and employed by UMKC. Per affiliate agreement, Center for Behavioral Medicine (CBM) employed residents/fellows are subject to this policy and procedure. Per affiliate agreement, Children's Mercy Hospital (CMH) employed residents/fellows are subject to the CMH post-graduate training policies with coordination between CMH and UMKC Graduate Medical Education (GME) Offices to ensure that policies governing residents, fellows, and their training programs are consistent and in agreement. Residents, Fellows, and Chief Residents of their paid leave, provide an overview of GME's guidelines and procedures on paid leave and leave of absences, and to inform the effect any leave may have on the completion of the training program and the impact of the leave on the trainee's eligibility for board certification.

**Scope:** This policy and procedure applies to all residents and fellows in GME programs sponsored by the University of Missouri-Kansas City (UMKC) School of Medicine and employed by UMKC. Center for Behavioral Medicine (CBM) employed residents/fellows are subject to the State of Missouri employment policies with coordination between CBM and UMKC Graduate Medical Education (GME) Offices to ensure that policies governing residents, fellows, and their training programs are consistent and in agreement. Per affiliate agreement, Children's Mercy Hospital (CMH) employed residents/fellows are subject to the CMH post-graduate training policies with coordination between CMH and UMKC Graduate Medical Education (GME) Offices to ensure that policies governing residents, fellows, and their training programs are consistent and in agreement.

### **Paid Leave**

**Vacation:** Residents, Fellows, and Chief Residents receive 21 working days per year of vacation. Vacation time is earned at the start of a new contract and coincides with the contract period. Vacation time is prorated for Residents, Fellows, and Chief Residents with a less than one-year agreement. Vacation time does not accumulate from year to year and will not be paid out when the Resident, Fellow, or Chief Resident leaves the program.

**Sick:** Residents, Fellows, and Chief Residents receive 12 sick days per year earned at the rate of one sick day per month worked. Sick days accumulate from year to year and have a maximum accrual of 72 days. Sick days will not be paid out when the Resident, Fellow, or Chief Resident leaves the program. Sick leave must be earned before it is used.

**Meeting/Conference Time:** Chief Residents receive 14 paid days for meeting or conference time. This time does not accumulate from year to year and is not paid upon when he/she leaves the program.

**Funeral leave:** An employee will be granted a maximum of three days, paid leave without loss of vacation during the period starting on the date of death and ending on the tenth calendar day after the funeral or memorial service in accordance with [HR Policy-412](#). The three days do not need to be taken consecutively. Any additional days required must be

charged to vacation or taken as an excused leave without pay. Funeral leave may be taken for the following individuals: husband/wife; parent (including stepparent); grandparent/great grandparent; grandchildren; son/daughter; stepchild; brother/sister; mother-in-law/father-in-law; Sponsored Adult Dependent; and foster children who have become members of family.

**Tracking:** All paid leave is managed and tracked by the residency or fellowship programs. The Program Director is responsible for approving any planned time off, except in the case of unexpected illness or injury.

### **Leave of Absence**

A leave of absence is needed when an employee is unable to work for an extended period of time either for medical or personal reasons. When taking a leave of absence, the employee will apply for leave protection under the Family Medical Leave Act (FMLA), if eligible. If he/she is not eligible, he/she will need to apply for a Personal Leave of Absence.

**Family Medical Leave Act:** A leave of absence covered under FMLA ensures that his/her position (or an equivalent position) will be available when the employee returns. Employees are eligible for FMLA if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and at least 50 employees are employed by the employer within 75 miles. FMLA provides up to 12 weeks of unpaid job-protected leave for the following reasons:

1. The birth of a child or placement of a child with the employee for adoption or foster care; leaves for birth or adoption must be taken with 12-months of the event.
2. To care for the employee's spouse, son or daughter, parent, sponsored adult dependent, or the child of a sponsored adult dependent with a serious health condition, as certified by a health care provider.
3. For a serious health condition that makes the employee unable to perform the essential functions of the employee's job, or
4. For any qualifying exigency arising out of the fact that an employee's spouse, son or daughter, parent, sponsored adult dependent, or a child of a sponsored adult dependent is a military member on covered active duty or call to covered active duty status in the Armed Forces in support of a contingency operation.

**Personal Leave of Absence:** A leave of absence may be granted when the requirements of the department permit, when such leave is for prolonged illness or injury, or for any exceptional personal or institutional reason.

When an employee takes a leave of absence (FMLA or Personal), they must use any accrued sick and vacation time available. Whether a leave of absence is paid or unpaid is determined by how much vacation or sick time he/she has available at the time of leave. Unpaid leave of absences may be granted for a maximum of one year, not to extend beyond the duration of the employee's current contract.

### **Process for Requesting a Leave of Absence**

**Family Medical Leave Act:** Contact your Program Director, Program Coordinator, Chief Residents to notify them of your need for a leave of absence. Accompanying the request should be an estimate of the timing and duration of the leave. Whenever possible, at least 30 days advance notice should be given. Your coordinator will then notify the School of Medicine Office of Business Affairs who will arrange to have the paperwork sent to your house. Your

address in myHR must be up to date.

UMKC Human Resources will mail you FMLA information including a copy of the FMLA Policy as outlined by the University of Missouri System and FMLA certification to be completed by a health care provider.

Once the paperwork is completed, send the FMLA papers back to Human Resources, address listed below or fax to 816-235-5515. You will then be notified via mail of your approval.

226 Administrative Center  
5115 Oak St.  
Kansas City, MO 64112

**Personal Leave of Absence:** Contact your Program Director, Program Coordinator, Chief Residents to notify them of your need for a leave of absence. Accompanying the request to the Program Director should be an estimate of the timing and duration of the leave. Whenever possible, at least 30 days advance notice should be given. Then complete the [Request for Leave of Absence form](#) and return it to your Program Coordinator for program approval. Leave of absences not meeting the criteria of FMLA will be considered by the Program Director and approved if obligations of the department can be met without undue hardship during the resident's or fellow's absence.

Once approved, this form will be sent to the School of Medicine Office of Business Affairs for review and approval, and then sent on to UMKC Human Resources for final review and approval.

#### **Return from leave**

For all continuous leaves related to an employee's own serious health condition (FMLA or personal), you must have a fitness-for-duty certification from your physician saying that you can return to work. This note is given to the School of Medicine Office of Business Affairs, who will then forward it to Human Resources.

#### **Impact on Completion of the Training Program**

Each residency or fellowship training program will have specific criteria for satisfactorily completing the entire program as well as each level (year) of training. These criteria will, at a minimum, meet the criteria necessary for certification by the appropriate medical specialty board. The criteria may be more rigorous than the criteria set by the specialty board, at the discretion of the program faculty. These criteria will be clearly outlined in the program's policy and/or evaluation manual and will be readily available to all residents or fellows in the program. UMKC-GME will issue certificates of training completion at the direction of the Program Director when a resident or fellow has met the program criteria.

#### **Impact on Eligibility for Board Certification**

Standards for eligibility for specialty board certification are developed by the individual specialty board (as recognized by the [American Board of Medical Specialties](#)). These policies are recognized and followed, without exception, by all UMKC School of Medicine sponsored Graduate Medical Education programs. Details of each policy can be found on the websites of each individual specialty board. Current policies for selected specialty boards are listed below:

- a. Anesthesiology: The total of any and all absences, including vacation and sick leave,

may not exceed 12 weeks (60 working days) during the three years of clinical anesthesia training. Any leave beyond this will extend training accordingly.

- b. Emergency Medicine: Residents must successfully complete at least 46 weeks of training in each residency level. Vacation time, sick time, leave of absences, etc. that exceed six weeks in an academic year require an extension of residency training in the program. Leave time cannot be accrued from year to year.
- c. Family Medicine: Absence from the program for vacation, illness or other leave must not exceed a combined total of one month per academic year. Anytime beyond this must be made up. Continuous leave of absences in excess of three months are considered a violation of the continuity of care requirements and may result in extension of training beyond the traditional 36 months.
- d. Internal Medicine and subspecialties: Trainees may take up to one month per year of training for vacation, parental or family leave or illness. Training must be extended to make up any absences exceeding one month per year.
- e. Internal Medicine-Pediatrics: The American Board of Pediatrics requires an equivalent of 48-months of combined Internal Medicine and Pediatrics rotations. An absence outside of vacation, sick, personal or scholarship days must be made up by an extension of training.
- f. Obstetrics and Gynecology: The total of such vacation and leaves for any reason—including, but not limited to, vacation, sick leave, maternity or paternity leave, job interviews or personal leave--may not exceed eight weeks in any of the four years of residency training. If any of these maximum weeks of leave per year are exceeded, the residency must be extended for the duration of time the individual was absent in excess of eight weeks in years one, two, three, and four. Time missed for educational conferences does not count towards the eight weeks. In addition to the yearly leave limits above, a resident must not take more than a total 20 weeks of leave over the four years of residency training. If this limit is exceeded, the residency must be extended for the duration of time that the individual was absent in excess of 20 weeks.
- g. Orthopedic Surgery: One year of credit must include at least 46 weeks of full time orthopedic education. Any leave, including vacation, sick time, beyond this must be made up.
- h. Ophthalmology: Training programs may schedule individual leave or vacation time for residents in accordance with the overall institutional policy.
- i. Psychiatry: Residents may take up to 6 weeks (30 working days) for leave of absences, including vacation, sick, bereavement, family or parental leave, per year of training. Training must be extended to make up any absences exceeding 30 working days per academic year.
- j. Radiology: Total leave and vacation time may not exceed six calendar weeks per year. If a longer leave of absence is granted, the required period of training must be extended accordingly.
- k. Surgery: The American Board of Surgery states at least 48 weeks of full-time clinical activity in each residency year, regardless of the amount of operative experience

obtained. The 48 weeks may be averaged over the first three years of residency, for a total of 144 weeks required, and over the last two years, for a total of 96 weeks required.

**Approved by:**

A handwritten signature in black ink, appearing to read "CSullivan", with a large, sweeping flourish at the end.

Christine Sullivan, MD  
Associate Dean, Graduate Medical Education