

Purpose: This Policy provides an overview of paid and unpaid leaves of absence for the Graduate Medical Education (GME) Department at the University of Missouri – Kansas City School of Medicine. This Policy explains the possible impact any leave of absence may have on the completion of a Program and the Resident’s eligibility for Board Certification.

Scope: This Policy applies to all Residents in Programs who are employed by UMKC. Center for Behavioral Medicine (CBM) employed Residents are subject to the State of Missouri employment policies, with coordination between CBM and GME to monitor that the policies governing these Residents are consistent. Children’s Mercy Hospital (CMH) employed Residents are subject to the CMH graduate medical education training policies with coordination between CMH and GME to monitor that the policies governing these Residents are consistent.

Definitions:

Resident refers to a resident or fellow in a Program, or an Internal Medicine Chief Resident who has completed all training requirements and is Board eligible in Internal Medicine.

Program Director (PD) refers to the faculty member who supervises the Program for Residents and has the authority and accountability for the operation of the Program.

Program refers to an ACGME approved or unapproved UMKC SOM sponsored training program for residents and fellows (Residents).

Paid Leave:

Vacation Days- Residents receive 21 vacation days per contract year. Vacation days are earned at the start of each new contract. Vacation days are prorated for Residents with a less than one-year contract. Vacation days do not accumulate from year to year and any remaining vacation days will not be carried into the next contract year or paid out when the Resident leaves the training program. How vacation days are utilized are based upon the Policies of the applicable Program.

Sick Days - Residents are awarded one sick day per month during each contract year. (A 36-month Program would award 36 sick days). Sick days may accumulate from year-to-year, but any remaining sick days will not be paid out when the Resident leaves the Program. Sick days may be applied toward any approved leave for the

Resident. Sick days may be used for the Resident's own illness, injury, pregnancy, or preventative care, or for an immediate family member's illness, injury, pregnancy, or preventative care.

Meetings/Conferences - Residents who are in their second year or higher receive five paid days per contract year for meetings or conferences. Chief Residents receive fourteen paid days per contract year for meetings or conferences. These days do not accumulate from year-to-year and any remaining days are not paid out when the Resident leaves the Program.

Funerals - A Resident will be granted a maximum of three paid days of leave during the period starting on the date of death and ending on the tenth calendar day after the funeral or memorial service. If more than three days are needed or if leave is needed outside of the defined period, the Resident may use, with PD approval, vacation or sick days. 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 the Resident's family.

Imposed By Program Director – A Resident's PD may impose a paid leave of absence on a Resident if there is a reasonable belief that the Resident is a danger to self or others, or the Resident creates a safety risk in the clinical environment. The Resident may be required to undergo a fitness for duty evaluation as set forth in Policy HR-408, Fitness for Duty.

Tracking - All paid leave is managed and tracked by the PDs. The PD is responsible for approving any time off for paid leaves, except in the case of unexpected illness or injury.

Unpaid Leave of Absence:

An unpaid leave of absence may be requested when a Resident is unable to work for an extended period of time for medical, personal reasons, or military duty. When a Resident takes a leave of absence, the Resident must use any accrued sick and vacation days available. Whether a leave of absence is paid or unpaid is determined by how much vacation or sick days the Resident has available at the time of the leave.

Residents are entitled to leaves under the terms of University HR Policies, such as Policy HR-407, Family Medical Leave Act (FMLA), Policy HR-405, Military Leave, and Policy HR-420, Medical Resident Leaves.

Process for Requesting a Leave of Absence:

FMLA - If a Resident is eligible for leave under the FMLA Policy, the Resident shall notify the PD and UMKC SOM HR Representative of a need for a leave of absence and an estimate of the timing and duration of the leave. Whenever possible, at least 30 calendar days advance notice should be given. The Resident must contact the UM System Vendor Partner, Unum (866-779-1054), and file a claim for Family Medical Leave.

Personal Leave of Absence - The Resident must notify the PD of the need for a personal leave of absence under Policy HR-420. The terms of that Policy shall apply to these leaves. Accompanying the request should be an estimate of the timing and duration of the leave. Whenever possible, at least 30 calendar days advance notice should be given. Any request for a personal leave of absence of 30 calendar days or longer requires the

submission of a Request for Leave of Absence Form and Personnel Action Form. The Request for Leave of Absence Form is available at: <https://www.umsystem.edu/media/fa/management/records/forms/human/um108.pdf> . The Resident shall complete the Form and submit it to the PD for approval.

Once approved by the PD, this Form will be sent to the UMKC SOM Human Resources Representative for review and approval.

Military Duty – For a military duty leave of absence, a Resident shall submit a Request for Leave of Absence Form to the PD. The PD must grant a military duty leave of absence. A Report of Absence Form must be submitted for each period of absence for military service of less than 30 calendar days. Military leaves of absence for 30 calendar days or more must be reported by the PD on the Personnel Action Form.

Return from Leave:

For all leaves of absences related to a Resident’s serious health condition (as defined in Policy HR-407), the Resident meet the terms of the Policy HR-407 or HR-408, as applicable.

Impact on Completion of the Program:

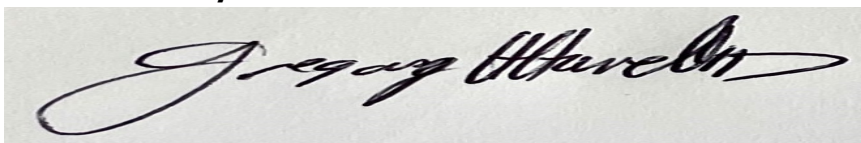
Each Program will have specific criteria for satisfactorily completing the Program as well as each level (year) of training. Extensions to successfully complete the Program may be granted by the PD if the Resident needs more time to meet the ACGME requirements, the requirements for Board eligibility, and/or the Resident is not ready to enter independent practice.

Impact on Eligibility for Board Certification:

Written policies for eligibility for Initial Board Certification are developed by the individual specialty Boards that are recognized by the American Board of Medical Specialties (ABMS). These policies are recognized and followed, without exception, by all of the Programs.

Revised from policy of March 12, 2018

Administered By:

A handwritten signature in black ink, appearing to read "Gregory Howell", is written over a light gray rectangular background.

**Gregory Howell, M.D., M.P.H.
Associate Dean of Graduate Medical Education**