

**Charleston Area Medical Center
Office of Graduate Medical Education
GME House Staff Handbook**

Resident/Fellow Leave Policy

Leave is subject to review by all parties involved with the resident or fellow assignment, with sufficient advance notice and appropriate consideration for patient care. Vacation, educational leave, planned leave of absences, and well-being leave must be approved and scheduled in advance by the Program Director responsible for the resident/fellow and the attending physician of the service to which the resident/fellow is assigned. Residents/fellows should follow the leave application processes outlined by the Program Director in their respective program unless otherwise noted in this leave policy. Waivers for any aspect of this policy would go to the Program Director for consideration in consultation with the GME office.

All forms of leave must be taken in full day increments except for FMLA under approved circumstances. Leave is allotted per PG-year, not per academic year. New allotments of leave are available once a resident/fellow promotes to the next PG level. Unused leave, of any kind, is forfeited and not paid at separation from employment, whether separation is voluntary or involuntary.

Residents/fellows are expected to be in attendance for the full contract term unless they are on scheduled leave or granted a leave of absence. Attendance or approved leave is required for the duration of the contract even if the resident/fellow has completed all program requirements before the contract's end date.

Board requirements regarding absences from the training program

Most specialty boards have policies regarding the impact that absence from the training program has on specialty board eligibility. Residents/fellows should be aware of their specific program and certifying board requirements regarding absences from the training program when requesting leave. In general, extended absences will require extension of the training program subject to the program requirements in each department and specialty board requirements. Residents/fellows receive notification from the program regarding the effect that time away from the training program will have on meeting the training requirements necessary for program completion, graduation, and board eligibility.

Paid Vacation Leave:

All residents/fellows are allocated three (3) weeks of paid vacation during the PG year. Vacation leave must be taken in three seven-day blocks. The Program Director may, at their discretion, allow smaller increments to be used for one of the weeks. The Program Director may, at their discretion, assign vacation as appropriate to meet educational or patient care requirements and has the authority to approve or deny individual vacation requests. Vacation leave is allocated with the understanding that it will be used within the allotted time period. No vacation days can be carried over. To apply for vacation, a resident/fellow should follow the guidelines, including how advance requests must be submitted, established by their respective program.

A work week block is counted as seven (7) consecutive days. Once vacation is assigned or approved, changes to the schedule are not permitted without written approval of the Program Director or as otherwise defined by program policy. Residents/Fellows are responsible for notifying all necessary individuals, including paging operators, of changes to a published or posted schedule that occur because of vacation leave.

Residents/fellows do not earn or accrue additional paid vacation leave for holidays worked.

Efforts will be made to respect cultural preferences when considering holiday schedules. The Program Director will structure or assign requests for vacation leave during holiday periods to ensure quality patient care, while considering equity, fairness, and compliance with duty hour requirements.

For alignment with ASHP program requirements, Pharmacy residents have a modified vacation policy to ensure the pharmacy programs are in alignment with the ASHP program requirements and board eligibility requirements. Pharmacy residents should abide by their program policy regarding vacation leave.

Paid Sick Leave:

Residents and fellows are provided with a maximum of five (5) total sick days per academic year for their own personal illness. Residents/fellows must abide by their respective program's policy and notify supervisors, as outlined in their respective program policy. At a minimum, a resident/fellow must notify the Program Director of the inability to report to work due to illness and requests to use sick leave prior to the start of their work shift or programmatic duties. Failure to provide timely notification may result in an unexcused absence. CAMC reserves the right to deny use of paid sick leave in the event of an unexcused absence.

Any resident/fellow off for three or more consecutive days will need to have approval from Employee Health to return to work. For any absences after three total days, residents and fellows may need to provide a doctor's excuse as well. The intent of providing a sick leave benefit is to ensure uninterrupted salary income in the event of an illness. Sick leave will be paid in conjunction with worked time in a fourteen (14) day pay period regardless of the days in which the actual illness occurred. Therefore, weekend days are counted in sick leave calculations for residents/fellows. Resident sick leave is not to be used to care for a sick relative. Leave taken for the care of family members must be counted as vacation leave or scheduled as a well-being day. To utilize sick leave, residents/fellows should follow the guidelines established by their respective training program.

When residents/fellows are required to isolate/quarantine due to COVID or other contagious conditions, they should consult their program-level leave policy for guidance. In some instances, a program director may be able to assign a remote work schedule i.e. research, virtual patient visits. If a program cannot offer that as an option, a form of leave may be required.

Paid Educational Leave:

Educational leave is provided at the discretion of the Program Director to support educational activities that require the resident/fellow to be excused from clinical duty. Most frequently, residents/fellows use educational leave to attend a specialty-focused meeting or board review course. A maximum of seven (7) paid days can be approved during an academic year for the purposes of attending approved activities. Educational leave may not be accumulated and carried over to the following academic year. All educational leave must be approved in advance following the guidelines outlined by each respective program.

Residents/fellows should consult their program-level leave policy for acceptable uses of educational leave. Programs must consider board requirements in determining acceptable educational leave options.

Paid Well-Being Leave:

All Residents/Fellows receive a maximum of three (3) paid well-being leave days per academic year. Unused well-being days do not carry over to the following academic year. Well-being leave must be used in full-day increments and requires pre-approval by the Program Director.

Well-being leave is intended to assist residents/fellows in managing personal issues (such as health appointments or other scheduled well-being appointments) or life events (such as home, family or personal situations that require time away from work). Well-being leave is not intended to extend approved vacation leave or holidays, substitute for unapproved vacation leave or holiday requests, be taken to avoid work assignments (such as night or weekend shifts), or replace the use of any other leave covered in this policy for which the resident/fellow is eligible.

In a resident/fellow's senior year when fellowship/post training interviews may occur, or in the case of a preliminary program resident/fellow interviewing for a categorical position, three (3) additional well-being days may be granted exclusively for the purposes of interviews. The Program Director may request documentation of a scheduled interview.

Well-being leave should be scheduled in advance via written request to the Program Director using the leave approval process designated by your program.

Unless requested for an interview, a resident/fellow is not required to disclose why they wish to use well-being leave; however, the Program Director or designee may ask a resident/fellow to voluntarily self-disclose, especially if concerned about resident/fellow well-being or if concerned that the policy is being used inappropriately. **If the program cannot accommodate the leave due to patient care needs, the Program Director or designee may deny a resident/fellow's request to use a well-being day.** For any denials, the Program Director or designee will notify the resident/fellow of the reason for the denial.

Paid Bereavement Leave:

Residents/fellows are eligible to receive bereavement leave in the event of the death of a family member or relative. This leave provides up to three (3) scheduled workdays with pay for the death of immediate family members and one (1) scheduled workday for the death of an immediate relative. The Program Director or their designee must approve any bereavement leave request. Immediate family members are defined as: spouse, child, stepchild, parent, brother, sister, grandparent, grandchild, foster parent, stepbrother, stepsister, or stepparent, son-in-law, daughter-in-law, or parent-in-law. Immediate relatives are defined as: nephew, niece, aunt, uncle, great grandparent, brother-in-law, or sister-in-law. Proof of relationship or attendance may be requested. Bereavement leave should be requested following the guidelines established by your respective training program.

Paid Medical, Parental, and Caregiver (PMPC) Leave:

Residents and fellows are entitled to a total of six (6) weeks of paid medical, parental, and caregiver (PMPC) leave once during their residency/fellowship program starting from their first date of employment. During PMPC leave, residents/fellows will receive one hundred percent (100%) of their pay and benefits, including the continuation of health and disability insurance benefits for themselves and their eligible dependents. PMPC leave is separate from, and in addition to, vacation, sick and well-being days and is designed to run concurrently with Family and Medical Leave, when applicable. For additional information about Family and Medical Leave, please refer to the CAMC Family and Medical Leave Policy located in the CAMC Employee Handbook available on CAMNET or (insert hyperlink here).

Under this policy, residents/fellows who are granted an approved PMPC leave of less than six weeks would be eligible to use the remainder of any additional PMPC leave during their residency/fellowship. Requests beyond the six weeks of PMPC would be managed using different forms of leave/leave of absence.

To apply:

- Residents/fellows must first complete and submit the “Intent to Apply for PMPC Leave” form to their respective program director/coordinator and the GME office at GME@VANDALIAHEALTH.ORG.
 - For non-emergent leave, requests should be made at least four weeks prior to the anticipated leave period, or at the earliest date possible.
 - In an emergent situation, the resident/fellow should complete the request for leave as soon as feasible.
- Once the “Intent to Apply for PMPC Leave” has been submitted, a resident/fellow will concurrently apply for PMPC leave and Family and Medical Leave (FML) by calling the FML intake line at 304-388-3924. The PMPC leave and FML review process will include a medical certification. If a resident/fellow has been employed by CAMC for twelve (12) or more months, the resident/fellow may be eligible for both PMPC leave and FML. If a resident/fellow has been employed by CAMC for less than twelve (12) months, the resident/fellow would be eligible only for PMPC leave.

Residents/fellows should discuss their leave plans as soon as they identify a need, to minimize disruptions to patient care and to plan for implications of the leave. Certifying boards have differing requirements and vary on the number of training dates, inclusive of vacation, sick, PMPC, and other leave types, that a resident/fellow can miss during residency or fellowship. When the total amount of missed days exceeds the number allowed by the certifying specialty board, additional time may need added to the end of the residency or fellowship training period. If a resident/fellow misses the completion of certain rotations, required as part of residency or fellowship training, additional time may need added to make up for the missed training. The Program Director will provide an impact on training letter to the resident/fellow to communicate the impact the leave period will have on residency/fellowship training dates within fourteen (14) days of receipt of the Intent to Apply for PMPC Leave form or before the leave commences, whichever comes first.

Residents/fellows can use PMPC leave to cover absences related to parental leave (birth, adoption, placement for adoption, or fostering), a personal illness/injury, or family member’s illness/injury to include spouse, child, or parent.

- Parental leave must be taken within ninety (90) days after delivery, adoption of a child or placement of a child for foster care.
- To be eligible for PMPC leave for personal illness/injury, residents/fellows must provide medical certification from their own physician.
- To be eligible for PMPC leave for a family member’s illness/injury, residents/fellows must provide medical certification from the official physician of the family member. Caregiver leave can be taken for the care of a sick spouse, child, or parent. Caregiver leave for any other family member would require an exception from GME and Human Resources leadership.
- A failure to properly communicate intent to use PMPC leave or failure to complete portions of the application process may result in the unintended use of vacation/sick/well-being leave, unintended extension of training due to certification board requirements, or other accreditation body requirements.

Medical Certification for Paid Medical, Parental or Caregiver (PMPC) Leave:

CAMC requires a Medical Certification to be completed by the healthcare provider that is treating the Resident/Fellow or family member for the PMPC or FML reason requested. This certification is required for all

applications of PMPC or FML regardless of reason. This certification must be returned no later than fifteen (15) calendar days after the form is received from the Human Resources Office.

It is the Resident/Fellow's responsibility to deliver the certification to the healthcare provider and conduct any necessary follow up to ensure that it is completed and returned on time to Employee Health. Failure to meet the fifteen (15) calendar day timeframe may result in the delay or denial of the PMPC or FML request.

Once the certification has been returned to Employee Health, a verbal decision of "approved" or "denied" will be conveyed to the Resident/Fellow. A written notice will be issued to the Resident/Fellow, Program Director, GME office, and the Human Resources Office within a reasonable period of time documenting the decision.

CAMC may require a second medical opinion at the expense of the company. If the first opinion (health care provider chosen by the Resident/Fellow) and the second opinion (health care provider chosen and paid for by CAMC) differ, CAMC may require a binding third opinion from a healthcare provider approved jointly by the company and Resident/Fellow (paid for by CAMC).

Extended absences beyond PMPC leave:

Any resident/fellow anticipating an extended absence from the training program must communicate with their Program Director, program coordinator and the central GME office. The program, the GME office and CAMC Human Resources must all be aware of all leave to ensure that a resident/fellow continues to receive the appropriate pay, benefits, and training credit during the absence.

For absences that exceed the six-week absence outlined in PMPC leave policy, additional leave options may be available. Other leave options may include, but are not limited to, additional vacation leave, sick leave, well-being days, short term disability, FML or unpaid leave.

For more information on short term disability or FML leave, please reference the CAMC Employee Handbook located on CAMNET/Human Resources and available at this link from CAMNET at [CAMC Employee Handbook](#) or call the CAMC Human Resources office for assistance.

Short-Term Disability:

Residents/fellows are encouraged to sign up for short-term disability coverage during orientation and their respective enrollment period. Short-term disability, if elected, is effective beginning their first day of employment with CAMC. **For full details on short term disability and the process to initiate short term disability, please reference the CAMC Employee Handbook located on CAMNET at [CAMC Employee Handbook](#)** or call the CAMC Human Resources office for assistance.

Authorization to Return to Work (following sick leave, PMPC leave, short term disability (STD), or FMLA)

If a resident/fellow misses three (3) consecutive days of work due to illness, including PMPC (medical) leave, Employee Health must release the resident/fellow prior to returning to work. Residents/fellows are required to provide physician documentation outlining the return-to-work date and any work-related restrictions to the Employee Health office.

Family and Medical Leave Act:

The Family and Medical Leave Act (FMLA) provides employees, including residents/fellows, up to twelve (12)



weeks of leave in a 12-month period, provided the employee has completed twelve (12) months of employment with CAMC and has worked at least 1,250 hours in the previous twelve (12) months.

FML is a form of unpaid leave; however, employees may be required to concurrently use accrued paid leave benefits (i.e., sick leave, vacation leave, PMPC leave) and in some cases employees may voluntarily request/apply to use other pay sources (i.e., short term disability benefits, long term disability benefits, sick days).

Residents/fellows needing to apply for FML should contact the CAMC Human Resources Office for details. For additional information about the FMLA and the process for requesting FML, please review the CAMC Employee Handbook found on CAMNET [CAMC Employee Handbook](#) or call the CAMC Human Resources office for assistance.

It should be noted that extended leaves might also extend the anticipated residency/fellowship completion date accordingly.

Signatures:

GMEC Chair:	<small>DocuSigned by:</small>  <small>C69119E74E22A40...</small> _____ Arthur Rubin, DO	1/30/2025 _____ Date
DIO:	<small>DocuSigned by:</small>  <small>D1119688F13144F...</small> _____ Dink Jardine, MD	1/30/2025 _____ Date