GME Leave Request Workflow

What is a qualifying event?

- 1. Parental birth and care of a newborn, adopted, or foster child
- 2. Caregiver care of an immediate family member (child, spouse, parent)
- 3. Medical trainee's own serious health condition (surgery, illness, treatment plan).

Questions on potential qualifying events should be directed to the GME Office. GME will also function to advise and guide review of potential impact to ABMS-specific time-in-training policies.

Yes Coordinator contact GME

Resident intends to utilize greater than 4 weeks continuous leave - <u>Parental</u>, <u>Caregiver and Medical Paid Leave applies</u>, which provides upto six weeks paid leave, with an additional week of paid leave held in reserve following return to duty. This leave is in place of, not in addition to, the general paid leave policy.

FMLA form must be completed and filed with GME Office for qualifying event leave longer than 3 days. Program Director and Resident should map out plan for return and provide summary. GME will review and inform when unpaid leave may begin, in necessary.

GME Office should be notified of official return to duty, whether on planned date or if altered. If unpaid status occurs, benefits will be maintained by institution. Resident will have one week of paid leave available upon return. If necessary, Program Director and Resident should summarize impact to ABMS time-in-training requirements and plan to address or change in end date. **GME should be consulted on this potential.** Resident intends to utilize less than 4 weeks continuous leave -Depends on outcome, but general paid leave likely applies first, PCM leave can be utilzed if leave plans change.

Is the leave request

for a qualifying event?

FMLA form must be completed and filed with GME Office for qualifying event leave longer than 3 days. Program Director and Resident should map out plan for return and provide summary.

GME Office should be notified of official return to duty, whether on planned date or if altered. Resident must have at least one week of paid leave in reserve upon return, or will be provided additional leave to ensure one week is available upon return.

No

General leave policy applies with specific program policy

1. Program tracks leave, preferably in Medhub.

2. Total Paid Leave, inclusive of vacation, sick and educational, limited to 4 weeks total for PGY1; PGY2 and above is 5 weeks total, which is 35 days, or 25 days if weekends not counted

Parental, Caregiver and

Medical Paid Leave will be afforded to residents once during their training program. FMLA unpaid status protection can occur each 12-month, calendar year.