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 Owner: Eric Boehm: Coor- Medical Education System
 Area: Graduate Medical Education
 Document Types: Policy
 Applicability: HFHS System-wide

Tier 1: Leave of Absence (MEP 210)

Background

For information regarding Medical Leave of Absence, Family Medical Leave of Absence, Personal Leave and Military Leave, please refer to the System Leave of Absence Policy #7.02 with the following exceptions:

Medical Leave for House Officers with Less than Six Months Seniority

House officers with less than six (6) months seniority who are eligible for Salary Continuation and who cannot work due to a serious health condition as defined by the System Leave of Absence Policy will be entitled to benefits not to exceed (8) weeks. Vacation time must be used first down to 80 hours.

Procedure for Applying for a Medical Leave of Absence and other types of Leaves of Absence

- A. Contact the Medical Education Office. You will be required to complete the Leave of Absence Form. Medical Education will provide contact information for Cigna Medical Solution. House Officers will be required to apply through CIGNA for a FMLA or medical leave of absence. CIGNA will approve or deny your request. (An approval of an employee's request for a non-FMLA medical leave of absence is a joint determination to be made on a case-by-case basis by the employee's supervisor and CIGNA.)
- B. More information may be found on HR Connect

Military Leave of Absence

Military Leave of Absence for House Officers will be governed by the System Policy. Medical procedures or activity provided while on military leave is not included in activity logs or counted towards educational objectives within the GME program.

Personal Leave

The granting of a personal leave of absence is determined on a case-by-case basis by the Program Director, in consultation with the Director of Medical Education. Personal leaves are not covered by FMLA.

- House officers requesting personal leave must exhaust vacation time to zero. The remainder of the approved personal leave is without pay.

- House officers granted personal leaves are not eligible to receive benefits or reimbursement funds. Benefits continue through the end of the month in which the leave commences. House officers may be eligible for continuation of benefits coverage through COBRA.

Personal leaves are limited to six months.

Job Protection for House Officers on Leave of Absence

House officers on leave for six consecutive months (excluding military active duty) are automatically terminated, subject to the requirements of the ADA. The total of all leaves taken under this policy, when added together, shall not exceed 12 months during the training program. House officers who exceed the 12 month leave limitation (excluding military active duty) during the training program are automatically terminated, subject to the requirements of the ADA.

A terminated house officer may petition the Program Director to return to the graduate medical education program. The Program Director may reinstate the former house officer at his/her sole discretion, and will determine the amount of time that the house officer must make up to complete the requirements of the program

Effect Upon the Graduate Medical Education Program

Promotion or program completion of a graduate medical education program may be affected by leaves of absence, based on the length of the leave and the educational requirements of the program. The Program Director, at his/her sole discretion, will determine the amount of time that the house officer must make up to complete the requirements of the program. Accreditation agencies and specialty colleges may have specific requirements regarding the amount of time an intern, resident or fellow must be engaged in training in order to qualify for promotion, program completion or board certification. Information related to eligibility for specialty board examinations is available through each specialty college. The Program Director must inform the trainee of any specialty-specific board requirements that may be impacted by any leave of absence.

Administrative Leave

A House Officer's pay, benefits and rights in the event of an Administrative Leave will be described in the policy (or policies) that authorize the imposition of such leave.

Related Policy/Procedure:

Leave of Absence Policy 7.02

External Regulatory Requirement:

ACGME, AOA, CPME

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Administrative Director of Medical Education	Crystal Gyiraszin: Admin Dir- Med Educ CME SIM	2/11/2020
System Policy Management Office	System Policy Management Offic	1/31/2020
Document Owner	Eric Boehm: Coor- Medical Education System	1/31/2020

Applicability

Henry Ford Allegiance Health, Henry Ford Allegiance Specialty Hospital, Henry Ford Behavioral Health Services, Henry Ford Community Care Services, Henry Ford Health System, Henry Ford Hospital, Henry Ford Kingswood Hospital, Henry Ford Macomb Hospital, Henry Ford Medical Group, Henry Ford West Bloomfield Hospital, Henry Ford Wyandotte Hospital

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