

## **SOUTHAMPTON PEO POLICY MANUAL**

**Effective Date: July 2022**  
**Supersedes: N/A**

**Section: Human Resources**  
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**Subject: ACGME Leave of Absence**

### **POLICY:**

The ACGME (Accreditation Council for Graduate Medical Education) leave provisions provide Residents/Fellows with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, beginning on the first day the resident/fellow is required to report for program.

In accordance with the ACGME leave provisions, beginning on July 1, 2022 Southampton PEO will allow for an advance of leave accruals, if necessary, to provide the Resident or Fellow with the necessary paid leave, beginning with their first day of hire. Where leave accruals are advanced for an approved medical, parental or caregiver leave, care will be taken to not reduce any accrued vacation leave balance to less than one week. As an employee accrues leave time following their return from leave, 50% of that leave will be documented as paying back for the advanced leave.

### **Qualifying reasons for leave are as follows:**

**Medical leave** is for Resident/Fellow's own illness

**Parental leave** is for the birth and care of a newborn, newly adopted/foster child within the first 12 months of birth, adoption or placement.

**Caregiver leave** is for the care for an immediate family member (child, spouse, and parent) with a serious illness.

Southampton PEO:

- Provides Residents/Fellows with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
- Provides Residents/Fellows with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
- Will ensure the continuation of health and disability insurance benefits for Residents/Fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence.

Residents or Fellows who do not have sufficient accrued leave to cover an approved medical, parental or caregiver leave, who are eligible to receive NYS Paid Family Leave may elect, solely at their option, to waive the right to all or part of the guaranteed six weeks of paid leave and receive NYS Paid Family Leave as an alternative to having PTO leave advanced to them.

The Medical Education Department will be responsible for providing information to the Resident/Fellow in writing what impact the extended leave of absence will have on the criteria for satisfactory competition of the program and their eligibility to participate in examinations by the relevant certifying boards.

**PROCEDURE:**

1. Residents/Fellows requesting a leave will need to go to their respective Residency Coordinator to obtain the ACGME Resident Staff Leave of Absence Request form to complete.
2. Residents/Fellows requesting a medical leave must also contact the Employee Health Office.
  - 2.1 Provide Employee Health Office with a note from their medical provider at the start of the leave.
  - 2.2 Provide Employee Health Office with a note from their medical provider upon return stating that, they are able to resume work duties with no restrictions.
3. Program Director will advise the Resident/Fellow in writing of what impact the extended leave of absence will have on the criteria for satisfactory completion of the program and their eligibility to participate in examinations by the relevant certifying boards and verify eligibility of ACGME Leave of Absence.
4. Residents/Fellows will complete the form and will need to have Program Director sign off on acknowledgement.
5. Residents/Fellows will return completed and signed acknowledgement to the respective Residency Coordinator.
6. Residency Coordinator and GME Manager will confirm that all documentation for leave was provided. Confirmation of documentation for medical leaves should be verified by contacting Employee Health.
7. Residency Coordinator and GME Manager will sign off on the completed ACGME Resident Staff Leave of Absence Request form and send copy to Human Resources. Leave of Absence Requests should be submitted with a minimum of 30 days advance notice when possible.