



## Stony Brook Medicine Graduate Medical Education

<b>Subject:</b> GME0038 Time Off Benefits and Effect of Leaves of Absence	<b>Published Date:</b> 06/01/2018
Graduate Medical Education	<b>Next Review Date:</b> 06/01/2021
<b>Scope:</b> SBM Stony Brook Campus	<b>Original Creation Date:</b> 11/18/2003

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### **Responsible Department/Division/Committee:**

Graduate Medical Education Committee

### **Policy:**

The Graduate Medical Education program affords residents time off via specific processes.

### **Definitions:**

None

### **Procedures:**

Vacations: The vacation plan for residents for each 12 months of service is dependent on the specific employer and bargaining unit (if applicable). Details of the process are explained to the trainee at the time of his/her orientation. All vacation schedules are approved by the Program Director. Vacation time cannot be accrued from year to year. Vacations must be used in the year they are earned.

Sick Leave: Residents are eligible to accrue credits for sick leave in accordance with the specific policies of the specific employer and bargaining unit (if applicable).

Maternity/Paternity Leave, Family Medical Leave, Jury Duty, Bereavement: Time off for maternity/paternity, family medical leave, jury duty and

bereavement is dictated by the specific policies of the specific employer and bargaining unit agreement (if applicable) in place to deal with this issue.

Program directors may, at their discretion, approve the resident/fellow's request for leave of absence. All leave of absence request must be communicated by the resident/fellow in advance and in writing to the program director.

Program directors must consider the applicable accreditation board and RRC requirements in determining whether such leave may be granted. These requirements may necessitate an extension of the training period in order for the resident to qualify for certification. Program directors must notify the resident in writing, with a copy to the GME office, outlining the educational ramifications of the leave (i.e. delay in graduation, repeat of a module, delay in board eligibility, access to information related to eligibility for specialty board examinations, etc.) If necessary, a revised letter of appointment reflecting an extension of the training must be executed upon the resident/fellow's return to employment.

Status of resident/fellow salary and benefits will be determined in accordance with relevant employment policies.

SBM GME will comply with the requirement of all terms of the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA). This is a federal law which gives members and former members of the U.S. armed forces (active and reserves) the right to return to their civilian job they held before military service.

Effect of Time Off: If a leave of absence for any reason results in a resident physician missing time that the Program Director considers necessary to achieve academic and educational goals, the resident physician may be required to make up such time. Each program must provide a written policy concerning the effect of leaves of absence and information relating to eligibility for certification by the appropriate certifying specialty.

**Forms: (Ctrl-Click form name to view)**

None

**Policy Cross Reference: (Ctrl-Click policy name to view)**

None

**Relevant Standards/Codes/Rules/Regulations/Statutes:**

None

**References and Resources:**

None