



Henry Ford St. John Hospital Graduate Medical Education

Leave of Absence Policy

Applicability

Henry Ford St. John Hospital

Scope

This applies to Henry Ford St. John Hospital Medical Education programs, including all enrolled trainees, residents, and fellows.

Background

The purpose of this policy is to provide resident or fellows with a general description of their rights under Henry Ford St. John Hospital Leaves of Absence programs. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

Definitions

None

Policy

Henry Ford St. John Hospital Medical Education follows the HR system policy Leave of Absence (LOA) with the following addendums:

- Medical, Parental, and Caregiver Leave(s) of Absence Addendum for Residents or Fellows
- Eligibility: Henry Ford St. John Hospital Residents or Fellows are eligible for all Leaves of Absence Types beginning the first day of employment with Henry Ford St. John Hospital

Medical Leave of Absence

- Henry Ford Health will pay Residents or Fellows One Hundred (100%) percent of their salary for an approved medical leave of absence through the Henry Ford Health third party leave of absence administrator for up to 6 months with salary continuation.



- No requirement to utilize any paid time off (PTO).
- The Resident or Fellow requesting a medical leave of absence related to pregnancy are provided six weeks after date of delivery for a vaginal delivery and up to eight weeks after date of cesarean delivery with full salary continuation and benefits. Subsequently, these individuals may use their available paid GME Parental Leave (described below)
- Requests for medical leave must be initiated using Leave of Absence (LOA) Planning Form (below). After initiation, all LOA's will be submitted by the Resident or Fellow to the third-party LOA vendor.

Parental and Caregiver Leave of Absence

- Henry Ford Health will pay Residents or Fellows One Hundred (100%) percent of their salary for up to six (6) weeks of parental, or caregiver leave of absence taken in a GME program of at least one (1) to four (4) years in length; and, as applicable, for an additional six (6) weeks after completion of year four (4) in programs of five (5) years or more in length.
- Please refer to the HFSJH Leave of Absence Policy for the qualifying reasons as it pertains to medical leave (under section entitled Qualifying Reasons for Medical Leave of Absence) and parental and caregiver leave (under section entitled Qualifying Reasons for FMLA Leave of Absence).
- Residents or Fellows must be provided one (1) 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; PTO that has already been taken in the Academic Year will count toward this one week.
- Requests for parental/caregiver leave must be initiated using Leave of Absence (LOA) Planning Form. After initiation, all LOA's will be submitted by the resident or fellow to the third-party LOA vendor.

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 (DIO). Personal leaves are not covered by FMLA.

- Residents or Fellows requesting personal leave must exhaust their PTO time to zero. The remainder of the approved personal leave is without pay.



- Residents or Fellows 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. Residents or fellows may be eligible for continuation of benefits coverage through COBRA.

Personal leaves are limited to six months.

Job Protection for Residents or Fellows on Leave of Absence

The total of all leaves taken under this policy, when added together, shall not exceed twelve (12) months during the training program. Residents or Fellows who exceed the twelve (12)-month leave limitation (excluding military active duty) during the training program are automatically terminated, subject to the requirements of the ADA.

A terminated Resident or Fellow may petition the Program Director to return to the GME program. The Program Director may reinstate the former Resident or Fellow at his/her sole discretion and will determine the amount of time that the Resident or Fellow 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 type and length of the leave and the educational requirements of the program. For any approved medical, parental and caregiver leave(s), or for other types of leave, the Program Director and Designated Institutional Official (DIO) or designee, in their sole discretion, will determine and advise on the amount of time the Resident or Fellow must make up to complete the requirements of the program. Accreditation agencies, certifying boards or specialty colleges may have specific requirements regarding the amount of time a 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 board. The Program Director must inform the trainee of any specialty-specific board requirements that may be impacted by any leave of absence.

References/External Regulations

Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), Commission on Dental Accreditation (CODA), other accrediting organizations for individuals on a GME contract

Third party processor: New York Life Group Benefit Solutions (NYL) either by phone at 1-888-842-4462 or online at www.mynylgbs.com. Please see [Leave of Absence Policy](#) for the most updated information.



Appendices

Appendix A: Leave of Absence (LOA) Quick Reference Guide for GME Resident or fellows

LOA Type	Eligibility	Compensation & Benefits	How to Initiate LOA	3rd Party Vendor (NY Life) Approval Required	Vacation Usage
Medical LOA	1st Day of Employment- for qualifying reasons	100% Salary Continuation. Benefits Continue.	Leave of Absence Planning Form	Yes	No
Medical LOA- Pregnancy	1 st Day of Employment	100% Salary continuation (6 weeks vaginal/8 weeks c-section). May add paid parental leave. Benefits	Leave of Absence Planning Form	Yes	No
Parental LOA*	1st Day of Employment. Available once during programs between 1-4 years length. Re-eligible after year 4 in program for program 5+	100% Salary Continuation for up to 6 weeks. Benefits Continue.	Leave of Absence Planning Form	Yes	Yes-must be provided one (1) week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or

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LOA Type	Eligibility	Compensation & Benefits	How to Initiate LOA	3rd Party Vendor (NY Life) Approval Required	Vacation Usage
	years in length.				caregiver leave(s) of absence taken; PTO that has already been taken in the Academic Year will count toward this one week.
Caregiver LOA*	1st Day of Employment- for qualifying reasons. Available once during programs between 1-4 years length. Re-eligible after year 4 in program for program 5+ years in length.	100% Salary Continuation for up to 6 weeks. Benefits Continue.	Leave of Absence Planning Form	Yes	Yes-must be provided one (1) 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; PTO that has already been taken in the Academic Year

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LOA Type	Eligibility	Compensation & Benefits	How to Initiate LOA	3rd Party Vendor (NY Life) Approval Required	Vacation Usage
					will count toward this one week.
Personal Leave	Case-by-case basis	No pay beyond vacation time used. Ineligible for benefits beyond the end of the month that the leave begins. May be eligible for COBRA.	Discuss with Program Director	No	Yes-must use all remaining PTO available to zero

Questions about the LOA process? Contact GME.

**For residents or fellows with less than 1 year of service may receive a denial from the vendor. Please contact your program coordinator, program director and/or the GME office*