



UCF/HCA GME Consortium Leave and Injury Policy (IV.G)



Purpose: Sponsoring institutions must have written policies regarding vacation and other leaves of absence (to include parental and sick leave) and these will be provided to all residents/fellows (trainees). Injuries or exposures during work are also covered.

Policy summary: The leave policy complies with ACGME institutional policies, UCF policies, and applicable laws (e.g., FMLA). Each program may in addition set more specific policies related to vacation leave.

The year generally starts July 1 and ends June 30. Incoming trainees attend orientation in late June.

1. **Scheduling of assignments** is generally in 4 week or one month-long blocks, but may be scheduled in week-long blocks depending on curriculum of each program.
2. **Request for leave:** All leave must be approved in MedHub by the Consortium GMEC program director or designee in advance with the exception of emergencies or sudden illness. Vacation scheduling takes into account the trainee rotation and call schedules and other trainees requesting vacation/annual leave. Trainees may not take more than one week of vacation per rotation unless approval is granted by the program director. If two consecutive weeks of vacation are desired, one week vacation will need to be scheduled at the end of one block and the second at the beginning of the next block. Preferences for leave request should be submitted to the program director as early as possible, preferably a few months before beginning of the academic year. The trainee should provide a ranking of vacation choices, and an attempt will be made to honor the first choice, but this is not guaranteed. For those requests made prior to July, the trainee will be notified about which weeks were approved in a timely fashion.
3. **Vacation/Annual leave accrual:** PGY-1 residents will accrue vacation leave at the rate of 3 weeks (5 working days) per academic year. One weekend before or after may be included in a 5 day period of vacation. PGY-2 and higher level trainees will accrue vacation leave at the rate of 4 weeks (5 working days) per academic year. One weekend before or after may be included at the start or end of the vacation period. Partial weeks of vacation weeks must be approved by program director in advance. Trainees may use vacation in advance of the end of the academic year proportional to what is expected for that academic year if approved by program director. Vacation leave cannot be carried forward to the next academic year, with one exception. Trainees may be able to carry forward up to 2 weeks of vacation leave for parental leave or sick leave if permission is given by the program director. However, it will be forfeited at the termination of the training program, if not used. Unused vacation will not be paid out under any circumstances.

4. **Holidays:** Trainees will conform to the holidays provided by the clinical site where they are assigned during that rotation unless they are scheduled for clinical call or have a longitudinal assignment scheduled at another hospital that does not follow the same holiday schedule. Holiday call coverage is rotated so that trainees each cover some holidays and have other holidays off service, as determined by the program director.
5. **Religious Observations:** The GME programs conform to the operating schedules of the participating hospitals, clinics and other teaching sites, and many of these operate 24 hours every day of the year. Trainees involved with GME programs may be scheduled to work during any time the clinical teaching sites are open. The residency programs will make attempts to accommodate religious observations for scheduling rotations and work assignments but can make no guarantees that such request will be granted. Requests will be evaluated on the following factors:
 - The request must represent a bona fide religious observance of a limited time duration of no more than one day at a time for most important religious observances.
 - Leave requests for single days off service must be requested 3 months in advance of the religious holiday. If multiple individuals request the same date, and clinical service responsibilities do not allow everyone to have this day off, it is understood that assignments will be rotated: an individual required to work a religious holiday during one academic year will be more likely to have leave granted the next year.
 - Requests for a longer period of religious accommodation (for example a request to be placed on elective rotation for a specific month) must be made prior to the time rotation schedules are finalized. The GME programs cannot guarantee that every request will be accommodated given educational and curriculum requirements of the residency program. Each program will attempt to be equitable in assignments over the entire training program.
 - Religious observances that include multiple consecutive days when the individual will be off work assignments will be treated like any leave request for vacation in accordance with sections 2 and 3 above.
 - Recurring day (or portion of day) off service must be discussed in advance with the program director (for example recurring Saturday or Sunday or portion thereof). The trainee should propose ways that he/she can cover other service assignments so that clinical coverage is equitable. The GME programs cannot guarantee that such recurring requests will be able to be accommodated.
6. **Educational leave:** meetings, review courses, examinations. This leave must be approved by program director using the UCF GME leave request form. Trainee platform

presentations and national committee memberships generally do not require trainee to use vacation leave.

7. **Sick and bereavement leave:** Trainees will accumulate 10 days of sick leave over each academic year. Sick leave which exceeds 3 days consecutively or in any given month requires a doctor note. Sick leave exceeding 10 consecutive working days requires completion of medical leave forms (see family leave section below). Trainees may use partial days of sick-leave for doctor appointments and similar issues, if approved by program director. Unused sick leave will not be paid out at the termination of the training program. Sick leave cannot be carried forward to the next academic year, with the exception of parental or planned medical leave, and this must be approved by the program director. Trainees may use a portion of sick leave for bereavement leave in the case of the death of immediate family members of the trainee or spouse (includes domestic partners). The amount of bereavement leave must be approved by the program director or designee.
8. **Exposures and Injuries during work:** Trainees exposed to either infectious or environmental hazards, including needle sticks during work, require immediate assessment and should report to the hospital occupational or employee health office unless otherwise directed. Standard hospital protocols, including reporting of incident should be followed. HIV prophylaxis may need to be considered depending on the circumstances of exposure. After hours, the trainee should report to Urgent Care or the Emergency Department for treatment. For other types of injury occurring at work, the trainee should seek medical attention appropriate to the level of injury.
 - Clinical site should verify that appropriate test order set has been submitted for the source patient (for blood and bodily fluid exposures from patient).
 - **All injuries and exposures should be reported to Amerisys as soon as possible or within 24 hours at 800-455-2079.** Amerisys is the UCF Workers Compensation carrier and is responsible for claims for injuries; the trainee should not supply personal health insurance information for work related injuries. The hospital GME office, the DIO office and the program director and coordinator should be notified within 24 hours if there is consideration of worker's compensation claim. The program coordinator will work with the trainee to complete necessary paperwork and reporting to Amerisys; additionally, the GME office at each hospital will have a listing of local clinics for any follow-up care. The report of injury for compensation can be found at http://hr.ucf.edu/files/New_First_Report_Of_Injury_Form.pdf
 - The trainee should follow-up appropriate for any work-related injury or exposures and will be granted leave from clinical duties for this purpose.
 - Additional information on how to handle needle sticks and exposure to blood borne pathogens can be found at <https://www.cdc.gov/niosh/topics/bbp/emergnedl.html>.
9. **Parental Leave:** A trainee may be granted an unpaid parental leave of absence, not to exceed six months in duration, when the trainee becomes a biological parent or a child is placed in the trainee's home pending adoption. The period of parental leave shall begin no

more than two weeks before the expected date of the child's arrival and not later than twelve months after the arrival of the child. A parental leave may be eligible for Family and Medical Leave Act protection if a trainee meets the requirements below:

- Trainee must be employed for at least twelve (12) months (these need not be consecutive months).
- In addition, the trainee must have worked at least 1250 hours in the twelve (12) month period immediately preceding the Leave Request.

If the trainee meets both of the above requirements he/she is eligible, upon request, for twelve (12) weeks of unpaid Parental Leave under the provisions of the Family and Medical Leave Act (FMLA). The first 12 work weeks of parental leave will be considered entitlement under FMLA. In no case shall parental leave extend beyond six months. Upon request, employees may use accrued vacation leave, with management approval; otherwise, the leave will be without pay. Sick leave may be used while the employee or family member is under the care of a physician. Please note the following:

- Leave forms must be completed in advance and approved; PGY advancement timing and contract may need adjustment accordingly.
- Sick Leave may only be used during the period while the trainee or spouse is under the care of a physician, normally six to eight weeks after delivery. The trainee may also be entitled to use sick leave under the provisions of the Family and Medical Leave Act to care for a newborn that has a serious health condition. When a trainee becomes an adoptive parent, sick leave may be used under the provisions of the Family and Medical Leave Act to care for a newborn that has a serious health condition.
- Vacation/Annual Leave may be used during the parental leave.
- A Leave and Pay Exceptions Report must be submitted each biweekly pay period while using accrued leave.
- See below regarding impact on board eligibility.
- Prior to returning to work, a trainee who delivers a child must submit to his/her supervisor an [Intent to Return to Work and Medical Release Form](#) that states that the trainee is able to return to work.
- **FMLA Entitlement:** The Family and Medical Leave Act is a federal law that covers all UCF employees; it entitles UCF employees who meet certain eligibility requirements to take up to 12 weeks of unpaid, job protected leave per fiscal year for specified Medical and Family reasons. It also includes Military Family Leave for qualifying exigencies and Injured Service Member Care Leave, plus a Domestic Violence Leave clause under Florida Statute. The Family and Medical Leave Act (FMLA) is federal legislation enacted to provide job protection for up to 12 weeks per entitlement year to an employee, or for an employee to care for his or her parent, spouse, or child who has a serious health condition determined to be FMLA-qualifying by the patient's physician, or when an employee must be absent for the birth and care of the newborn child of an employee; for placement with the employee of a child for adoption or foster care; to care for an employee's spouse, child, or parent who has a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition. Employees are eligible for leave if they have worked for at least 12 months and for at least 1,250 hours over the past 12 months. While on unpaid leave, the

trainee's health insurance benefits will be covered by UCF for six months, and then are paid by the trainee. Leave forms must be completed in advance and approved; PGY advancement timing and contract may need adjustment accordingly.

10. **Military Leave:** Absences for temporary military duty (e.g. two-week annual training) will not be taken from sick or annual leave but will be considered leave with pay. Reservists are eligible for 240 hours of paid leave for either active or inactive duty. If they are called to active duty, their first 30 calendar days are paid administrative leave and then they go unpaid and must make arrangements for payment of any benefits they wish to have continued. They can also utilize accrued leave to cover the cost of their benefits. Insurance policies, as selected by the reservist, may remain in effect for dependents during the period of active duty.
11. **Jury Duty:** The trainee should notify their program coordinator as soon as they receive the jury summons in the mail and provide a copy of the summons to their coordinator. The program coordinator and/or local GME office will work with trainee to complete form or send a letter requesting jury duty be deferred or excused since resident is practicing physician-in-training. The trainee may receive additional instructions from the court stating they are either relieved of duty or they must show up for jury duty. They should then notify the program coordinator and follow the instructions received from the court. If jury duty cannot be deferred, the trainee should be aware that their overall training period may have to be extended.
12. **Impact of leave on promotion and training requirements:** Most American Board of Medical Specialties (ABMS) boards limit the amount of leave that may be taken in a given academic year. In addition, each program provides information on the amount of leave that may be taken. If the amount of leave taken by the trainee exceeds these limits, the trainee will be required to complete additional training time in excess of that limit to satisfy both the training requirements of the program and the corresponding specialty board. The amount of leave taken may also affect the timing of when the trainee is promoted to the next level of training (PGY and contract dates often need adjustment).