



UCF/HCA Healthcare GME Leave and Injury Policy (IV.H)



Purpose: Sponsoring institutions must have written policies regarding vacation and other leaves of absence (to include parental and medical 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 benefited leave.

The year follows an academic schedule, July 1 and ends June 30.

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.

Leave request must follow the trainee's program leave policy. Any requests for exceptions to the program specific policy should first be made to the Program Director, if the request cannot be adequately resolved, a request can be made to the Designated Institutional Official (DIO) for review and consideration.

Vacation/Annual leave accrual:

PGY-1 residents are provided three (3) weeks (15 working days) of vacation leave per academic year. PGY-2 and higher-level trainees including fellows are provided four (4) weeks (20 working days) of vacation leave per academic year. Vacation leave cannot be carried forward to the next academic year and unused vacation will be forfeited at the termination of the training program and not paid out.

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 may be rotated so that trainees each cover some holidays and have other holidays off service, as determined by the program director. Trainees, while UCF employees, are assigned to work locations at hospitals, clinics and other teaching sites that in some cases are open 24 hours a day, 365 days a year. Therefore, trainees do not receive official UCF observed holidays. When extended leave is taken for a week containing an official UCF observed holiday, the observed holiday is counted as leave.

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 sincere religious observance of a definite time duration.
- Leave requests must follow requirements set forth by the trainee's program policies.

Educational leave: Trainees may receive educational leave based on their programs educational requirements and leave policy. This leave is an additional benefit allotted to the trainee by the program and does not count towards their vacation or sick leave.

Sick leave: Trainees will be provided 10 days of sick leave (for illness/health related appointments for themselves or immediate family) each academic year. Sick leave which exceeds 3 days consecutively or in any given month may require a health care provider note. Sick leave exceeding 10 consecutive working days requires completion of UCF medical leave forms (see Medical leave section below). Up to five days sick leave will be carried forward to the next academic year (max. 15 days sick leave per year permitted). Unused sick leave will be forfeited at the termination of the training program, if not used, and will not be paid out.

Sick Leave: [Leave and Attendance - UCF Human Resources](#)

Leave and Attendance: <https://hr.ucf.edu/contentblock/leave-and-attendance/>

Bereavement leave: Trainees are extended the benefit of up to three (3) paid administrative bereavement leave days off in the case of the death of immediate family members (grandparents, parents, children, grandchildren and siblings of the employee, employee's spouse.) The program may request funeral arrangement details as part of the leave request. Any paid leave extended beyond the three (3) paid bereavement days, will require the use of the trainees vacation or sick leave.

Exposures and Injuries during work: Trainees exposed to either infectious or environmental hazards, including needle sticks during work, require immediate assessment and must report to the hospital occupational or employee health office unless otherwise directed. Standard hospital protocols, including reporting of incident must be followed. HIV prophylaxis may need to be considered depending on the circumstances of exposure. After hours, the trainee must 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 must 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: [Bloodborne Infectious Diseases: Emergency Needlestick Information | NIOSH | CDC.](#)

Parental Leave: Trainees may be granted up to six (6) months of parental leave for the birth or adoption of a child. The period of parental leave shall begin no more than two (2) weeks before the expected date of the child's arrival unless otherwise approved by the supervising physician and no later than twelve months after the arrival of the child.

Medical Leave: Per University policy and procedures, ALL trainees requesting more than ten (10) days of leave for Medical leave must complete each of the forms listed below prior to the expected leave date. It is understood some employees who give birth do not wish to take the full 6-8 weeks typically certified by their medical providers to avoid extending their residency. The trainee may return to work as soon as desired with the proper medical release. The following documents MUST be completed and turned in to COMHR:

- Parental Leave Request Form: <https://hr.ucf.edu/files/ParentalLeaveRequestForm.pdf>
- Certification of Healthcare Provider Form: [CertificationHealthCareProviderEmployee.pdf \(ucf.edu\)](https://hr.ucf.edu/files/CertificationHealthCareProviderEmployee.pdf)
- For Birth Parents: <https://hr.ucf.edu/files/CertificationHealthCareProviderEmployee.pdf>
- For Co-Parents: <https://hr.ucf.edu/files/CertificationHealthCareFamily.pdf>
- Intent to return to work form and Medical Release Form: [INTENT-TO-RETURN-TO-WORK-MEDICAL-RELEASE-FORM-January-2013.pdf \(ucf.edu\)](https://hr.ucf.edu/files/INTENT-TO-RETURN-TO-WORK-MEDICAL-RELEASE-FORM-January-2013.pdf)

Medical and 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 Leave under the provisions of the Family and Medical Leave Act (FMLA). The first twelve (12) work weeks of leave will be considered entitlement under FMLA.

Additional information regarding FMLA and the University's parental leave program may be found at: [Leave and Attendance - UCF Human Resources](#)

Pay status: Upon request, employees may use vacation or sick leave, with management approval; otherwise, the leave will be without pay.

Military Leave: Residents will be granted an unpaid military leave of absence to serve or train in the Armed Forces, the Army National Guard, the Air National Guard, or the commissioned corps of the Public Health Services, as required by the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Residents may elect to use available paid annual leave to receive compensation during their military leave until such pay entitlement expires. The resident may be entitled to continue health insurance coverage for a period of time. Residents MUST notify their Program Director as soon as is practicable when military leave will be required, and must provide their Program Director with appropriate documentation of their military service.

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 a 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.

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).