

University of Central Florida – HCA Florida Healthcare GME Leave of Absence Policy (IV.H.1.) & ACGME Guidelines

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 physician learners. The GMEC exercises oversight over provision of leave including approved medical, caregiver and parental leave.

Policy summary: The leave policy complies with the Accreditation Council for Graduate Medical Education (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 New Innovations by the program director or designee in advance with the exception of emergencies or sudden illness. Leave requests must follow the physician learner'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 for review and consideration.

Physician learner is responsible for submitting a Workday request to UCF HR-Leave of Absence and Workers Compensation or initiate at LOAandWorkComp@ucf.edu

The HR-Leave of Absence and Workers Compensation will make the approval decision on leave requests submitted and manage the Physician Learner Paid Leave process.

This policy establishes guidelines for paid leave for eligible residents/fellows and in training chiefs (physician learners), in accordance with the Accreditation Council for Graduate Medical Education's (ACGME) institutional requirements, for any one or more of the following reasons:

- A serious health condition, as defined by the federal Family and Medical Leave Act (FMLA), that makes the physician learner unable to perform the functions of their job;
- To care for the physician learner's spouse, child, or parent with a serious health condition, as defined by the FMLA;
- For bonding with the physician learner's newborn child;
- The placement with the physician learner of a child for adoption or foster care, and to care for the newly placed child.

Scope

This policy applies to regular full-time physician learners. Post-training chief residents are excluded from this policy.

Definitions:

1. **Physician Learner Paid Leave of Absence (PLPLA):** Up to six-weeks of approved leave of absence may be taken for qualifying reasons, as described above, by physician learners and such leave shall be fully paid.
2. **Week:** A physician learner's permitted leave period and pay for such leave period will be determined by the GME physician learner's normally scheduled work week and normally scheduled pay for such work week, both as in effect immediately before the leave period begins.
3. **Serious Health Condition:** For the purposes of Family and Medical Leave, a serious health condition as defined for family medical leave is an illness, injury, impairment or physical or mental condition that involves either:
 - i. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or
 - ii. Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) due to:
 - a. A health condition (including treatment therefore, or recovery therefrom) lasting more than three consecutive full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - One (1) in-person treatment within seven (7) days of the first day of incapacity and one (1) or more in person treatments within the first thirty (30) days of the first day of incapacity, absent extenuating circumstances, by or under the supervision of a health care provider; or
 - One (1) in-person treatment by a health care provider within the first seven (7) days of the first day of incapacity followed by a regimen of continuing treatment under the supervision of the health care provider.
 - iii. Any period of incapacity due to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence.
 - iv. A chronic serious health condition that continues over an extended period and requires periodic visits (defined as at least twice a year) to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence.

- v. A permanent long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment.
 - vi. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity for more than three (3) days if not treated (e.g., chemotherapy or radiation treatments for cancer).
4. **Continuous Leave of Absence:** A leave of absence in which the physician learner is absent from work for continuous days or weeks.
 5. **Intermittent Leave of Absence:** Intermittent Leave (not available for non-FMLA or parental leaves): Intermittent leave may be taken for a serious health condition confirmed by a health care provider. Time may be taken periodically for one (1) workday at a time. Examples of intermittent leave include occasional leave taken for medical appointments/treatments. When not working, you will not be paid unless you request accrued time off in Workday. For planned medical visits, you should make a reasonable effort to schedule the visit so as not to unduly disrupt your department's operations. May only be used when on an approved paid leave of absence as provided by this policy.
 6. **HR-Leave of Absence and Workers Compensation:** The acting agent of the University of Central Florida (UCF) responsible for administering leaves of absence, including the PLPLA. The Medical Leaves of Absence may be requested via Workday or initiated at LOAandWorkComp@ucf.edu.
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Physician Learner Paid Leave of Absence Process (PLPLA):

Eligible physician learners may be paid for up to a total of six (6) weeks during the duration of the physician learner's defined residency program. The PLPLA may be used as one or more continuous leaves of absence or an intermittent leave of absence. Unused leave is not eligible for pay out upon termination of employment.

The PLPLA will be paid at 100% of a physician learner's base rate of pay. The paid leave will be coordinated with benefits provided under the GME long term disability insurance (Standard), Worker's Compensation, or any applicable paid family or medical leave or time off program.

Physician learner must give at least 30 days' advance notice prior to commencement of leave if the need for leave is foreseeable. If the need for leave is not foreseeable, and/or 30 days advance notice is not possible, the physician learner must give as much notice as is practicable under the circumstances.

Medical certification is required to qualify for payment under the PLPLA.

Prior to returning to a normal work schedule and/or transitioning to another approved leave of absence, the physician learner must submit a Request to Return to Work form from Leave of Absence in Workday to conclude the leave of absence. If the leave of absence is to care for a family member, no other action is required. If the leave is for the physician learner's own condition, s/he may not return to work without also providing a medical release. Complete the top section of a UCF Medical Release and have the health care provider complete the rest (or attach their own release). To submit documents, fax to (407) 882-9023, email loaandworkcomp@ucf.edu, or upload a copy to the Workday Leave of Absence.

Interactive Process: It is the responsibility of the physician learner to provide notice to UCF Office of Institutional Equity that an accommodation is needed related to the Americans with Disabilities Act Amendment Act or the Pregnant Workers Fairness Act.

ACGME approved medical, parental, and caregiver leave provisions: The physician learner will work with UCF College of Medicine HR and his/her UCF/HCA Florida Healthcare GME program to ensure that approved paid medical, parental, and caregiver leave (ACGME Institutional Requirements IV.H.1.) are fulfilled. This includes continuation of health and disability insurance benefits during approved leave and both continuous and intermittent leave pay status: upon request, employees may use annual or sick leave, with management approval; otherwise, the leave will comply with ACGME requirements IV.H.1. and any additional leave will be without pay.

UCF paid benefits such as long term disability will continue while on a leave of absence. Employee-elected benefits, such as health and dental insurance, will be affected if the learner does not have sufficient hours to cover the biweekly benefits premiums. If the learner chooses to use accrued time off or the ACGME paid leave, the learner is required to use a minimum of ten (10) hours weekly (if available) per UCF Regulation 3.040. • If the learner is on unpaid leave or leave without pay, the benefit deductions cannot be payroll-deducted. Please contact HR Benefits at 407-823-2771 to arrange premium payments. If premiums are not paid, benefits will be suspended. To reinstate benefits, all outstanding premiums would need to be paid. It may take up to ten (10) days to process late payments and reinstate benefits during which time the learner will not have active coverage.

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 physician learner exceeds these limits, the physician learner 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 physician learner is promoted to the next level of training (PGY and contract dates often need adjustment).

Right to Amend Policy: Sponsoring Institution reserves the right to modify, suspend, change, or terminate this policy at any time, by providing such notice as may be required by applicable law, or by ACGME institutional requirements.