



# OMEKO

## **Graduate Medical Education Policy**

Approved by the Graduate Medical Education Committee (GMEC) on May 23, 2023

**Effective Date:** July 1, 2022

**Review Date:** May 2023

**Next Review Date:** May 2024

**Corresponding Forms/Templates/Pathways:** [Parental Medical Leave Request.pdf](#)

**Policy Title:** **Parental Medical and Caretaker Leave of Absence Policy**

**Purpose:** To describe the methods of Parental, Medical and Caretaker Leave of Absence for Trainees.

**Policy Type:** Sponsoring Institution/Sponsored Program Policy

Sponsored Programs must submit its parental, medical, and caretaker Leave of Absence policy to the OSU-CHS/OMEKO GMEC for approval. The GMEC will monitor on a semi-annual basis each program's implementation and compliance with the policy. The resident council will report any alleged non-compliance of the policy to the GMEC.

The Sponsoring Institution will ensure available clinical resources to support the well-being of Trainees relating to parental, medical and caretaker leaves of absence by Trainees. Sponsored Programs may need to adjust curriculum, block schedules, call schedules, etc. to assure Trainee duty hour compliance when leaves of absence materially affect the program. The Sponsoring Institution will aid programs if needed in developing a process to assure Trainee well-being throughout leaves of absence.

All programs must provide a leave of absence policy to all applicants.

Trainee agreements must contain or refer to the Sponsored Program's leave of absence policy. Each Sponsored Program's leave of absence policy must contain at a minimum the following:

A maximum of six (6) weeks of approved leave(s) may be taken for qualifying reasons that are consistent with applicable Oklahoma law at least once and at any time during the program beginning the day the Trainee is required to report to the training program.

Requests for a leave of absence must be submitted in writing and include the reason for the request. The Program Director and the Designated Institutional Official ("DIO") must determine if the request qualifies for a leave of absence and may grant or deny the request, in consultation with each Sponsored Program's Human Resource department, as appropriate. For emergency situations retroactive approvals of leaves of absence may be considered. If a request is denied, Trainees may appeal the decision to a panel of GMEC members appointed by the DIO.

Full salary and benefits will continue during the approved time of the leave of absence. Any leave of absence approved by the Program Director and the DIO that exceeds six weeks, in accordance with the

Family and Medical Leave Act, during the duration of the program will be without salary, but benefits may continue.

The minimum duration of leave for each request will be restricted to two weeks and a maximum of two separate leaves of absence will be allowed during the training program. If the full 6 weeks of leave are taken during one training year, an additional one week of PTO may be taken as vacation time. If fewer than six weeks of leave are taken at one time during the year, the allowable weeks of time for leave plus vacation are as follows: five weeks leave and one weeks' vacation; four weeks leave and one week vacation; three weeks leave and two weeks' vacation; and two weeks leave and three weeks' vacation.

Leaves of absence of six weeks or shorter will not result in an extension of the training duration. If the resident satisfactorily completes all the requirements of the program and is determined by the program director and clinical competency committee ready to enter unsupervised practice, the duration of training required by the ACGME will not be extended because of taking an approved leave of absence of 6 weeks or less. All leaves of absence beyond 6 weeks will add additional time to the training duration.

Programs must confirm and record annually that each Trainee has received and reviewed the institutional and program leave of absence policies. The program coordinator for each program must keep an accurate record of all paid time off for each Trainee, including leave of absences and allowable holidays according to institution and program policy. This record must be reviewed and approved by the Program Director at least semi-annually.

Nothing contained herein or in any program's leave of absence policy shall relieve each program from its obligations in accordance with the Family and Medical Leave Act.

If there are discrepancies between Sponsored Program and Sponsoring Institution policies, in general the stricter of the two policies will apply; however, the Sponsoring Institution and the Sponsored Programs will work collaboratively to come to consensus in areas of debate.