NORTH CAROLINA BAPTIST HOSPITALS, INC.
POLICY AND PROCEDURE

From: Physician Services

Approved by: _____
Director, Physician Services

_____
Chair, Graduate Medical Education Committee

Prepared by: Physician Services

SUBJECT: LEAVE OF ABSENCE FOR RESIDENTS

I. POLICY

It is the policy of North Carolina Baptist Hospitals, Inc. that the hospital provides a Medical Leave of Absence for a serious medical condition, which prevents an employee from working. A medical condition includes illness (both physical and mental), pregnancy, surgery, on and off-the-job injuries, and any other circumstances resulting in the employee's inability to work while under the care of a physician. A Family Leave of Absence is approved time off because of a family situation requiring the employee's attention. A Family Leave may be granted to care for a newborn, adopted, or foster child. This type of leave may also be granted for a seriously ill spouse, child, parent, or grandparent.

II. PURPOSE

To ensure that the resident understands his/her options when a medical or family emergency arises. Also, to be in compliance with the Family and Medical Leave act.

III. PROCEDURE

All requests for Leave of Absence must be discussed with the Program Director prior to submitting leave forms.

A request for a leave is to be submitted using the Leave of Absence Request Form, which is available on the medical center's intranet. This request form is to be completed and submitted, along with the required documentation, to the Program Director. The Program Director will assure that the Department Chair is aware of any leaves that are approved. Request forms approved by the Program Director must then be submitted to the Physician Services Office.

The request for a leave of absence should be submitted at least 2 weeks prior to the requested time off. For emergencies, the leave form is to be submitted as soon as reasonably possible.

A leave of absence of any type must be reviewed by the Residency Training Program Director to determine the impact, if any, on requirements established for board certification for the respective specialty. The Program Director must discuss the effect of the leave of absence on satisfying the

criteria for completion of the residency program, and Residency Review Committee and/or specialty board requirements.

Length of Leave:

A leave of absence begins with the last day worked. A Medical Leave is granted based on the length of time off work recommended by the attending physician. A Family Medical Leave may be granted for up to 90 days.

Paid/Unpaid Leave:

Residents are granted 2 weeks of sick pay and 2weeks of vacation pay per year. This will provide for 4 weeks of paid leave. An additional 2 weeks of accrued sick pay may be granted for a total of 6 weeks paid leave. For time requested off longer than 6 weeks, the additional weeks will be unpaid.

Benefits:

Benefits continue while a resident is on a medical or family leave. However, if the time off is unpaid, the resident is required to send payroll benefit deductions directly to the Benefits Office. The resident will be notified when the payment is due.

Summary:

Basic information and important requirements for a leave of absence are outlined on the Leave of Absence Request Form. Residents should contact the NCBH Employee Benefits Office for further details of the leave policy.

Accreditation Council on Graduate Medical Education Institutional Requirements 2002-2003

1996; revised 9/99; reviewed 10/02