

# LEAVE POLICY

## Introduction:

The following document serves as a guide for the different types of leave policies residents in our program may consider. This guide incorporates the terms within the SEIU-CIR contract (please see full verbiage in document attached) and the ABIM and ABSM leave policies. As always, the Program Director will discuss individual circumstances with residents requesting leave to identify the best way to accommodate the resident’s circumstances.

## Summary of Leave Options:

Type of Leave	Paid or Unpaid?	How Long?	Considerations	Notes
<b>Parental</b>	4 weeks paid, remainder unpaid	12 weeks within one year of the birth/placement of the child	Applies to biologic, surrogate and adoptive parents  (should request 4 weeks in advance)	Sick leave and vacation may be used to extend the paid portion of leave
<b>Sick Leave</b>	Paid	12 days per academic year, can carry over to next year	Documentation may be required after 3 days	Residents are responsible to make up any unworked time as determined by accreditation or boards standards; this is subject to the Program Director
<b>Bereavement Leave</b>	Paid	Can use 5 days out of the sick leave per academic year		
<b>Pregnancy Disability Leave (PDL)</b>	Unpaid	16 weeks per pregnancy	May be used for prenatal care, pregnancy or related conditions. Residents can use their sick leave to cover their time on PDS and vacation for paid time off or choose a disability program through the University	No minimum hours worked, or length of service needed for eligibility. If you take PDL, will need to discuss FMLA with Ellen Lai from UCLA. May be taken as a block of time, intermittent or reduced schedule. Following pregnancy disability leave the resident may be eligible for parental leave to care for her newborn. The total FML taken for a combination of PDL and Parental leave shall not exceed 28 weeks in a calendar year.
<b>Personal Leave</b>	Unpaid	Up to 6 months	Includes bereavement leave and other personal leaves	Needs PD and Chair of Medicine approval

## Additional Leave Options:

- **Family Medical Leave (FML)** is also available; please refer to the CIR contract for details.

- **Military Leave:** please refer to the CIR contract for details
- **Jury Duty:** see separate document for details procedures

**I. Vacation and Time Away for Training**

Preliminary and categorical residents are scheduled for 28 days of paid vacation time per academic year in our program. An additional 7 days may be used for other academic pursuits, including USMLE exams, job and fellowship interviews, BLS/ACLS certifications/recertification and ABIM board review. This time will be included as part of the resident's training and will be designated "academic time days away." Academic time away days must be approved the Chief Residents and PD.

**II. ABIM time away from training**

ABIM allows a total of 35 days per academic year away from training, which is equivalent to 105 days over three years of training. In addition, a resident may be granted an additional 35 days off if the "ABIM deficit of training allowance" is applied. This allowance must be approved by the CCC and recommended to the PD, giving a resident a total of 140 days away from training, without necessitating extension of training. All graduation requirements must be met to prevent extension of training (see below).

**III. Categorical Graduation Considerations**

To be equitable to all trainees and to effectively train residents in the discipline of Internal Medicine, the following graduation considerations are proposed by the CCC in compliance with the ABIM allowed time away from training: (1) Resident must complete 130 continuity clinic sessions, and all required inpatient rotations (Geriatrics, ER, Medicine Wards, ICU, etc.) as set forth by the RRC. (2) PGY-1 residents must complete a full 12 months of training prior to advancing to their PGY-2 year; but may not necessitate overall extension of training. (3) The program will seek to achieve a parity in duty and clinical experiences between residents who take leave and their peers, within the guidelines of the RRC graduation requirements. (4) If the "deficit of training allowance" is needed, request for this special consideration will be presented to the CCC for approval.

**IV. Preliminary Graduation Considerations**

Preliminary PGY-1 residents must complete a full 12 months of training prior to advancing to their advanced PGY-2 program. The program will seek to achieve a parity in duty and clinical experiences between residents who take leave and their peers. Preliminary interns needing leave should contact the Program Director.

**V. Chief Resident Parental Leave**

Please refer to County of Los Angeles contracts for Chief Resident Parental Leave options.