

**LOA/GRANT/MAKEUP TIME INSTRUCTIONS**

<b>MEDICAL LEAVE OF ABSENCE</b>	<b>NON-MEDICAL LEAVE</b>	<b>PAID BY GRANT/OTHER SOURCE</b>	<b>MAKE-UP TIME</b>
<ol style="list-style-type: none"> <li>1. All leaves of absence for medical reasons should be handled as FMLA if the resident/fellow is eligible and the situation is eligible.                             <ul style="list-style-type: none"> <li>• Must have been employed for at least 12 months</li> <li>• Serious health condition of spouse, child, or self</li> <li>• Maternity, paternity, or adoption</li> <li>• GME guideline is to apply for FMLA for any medical leave in excess of 1 week</li> </ul> </li> <li>2. Contact <b>HR Service Team</b> to apply for FMLA.                             <ul style="list-style-type: none"> <li>• Should apply 30 days before leave is needed to allow time for application approval</li> <li>• In the case of unforeseen leave, contact your Service Team as soon as possible (within 2 days of an emergency incident)</li> <li>• HR Service Team must approve the leave or it is not official FMLA</li> <li>• The resident/fellow will receive an official letter of approval for FMLA from HR. If this approval letter is NOT received as the date of leave approaches, PLEASE follow up with your Service Team to ensure that all necessary paperwork has been completed</li> </ul> </li> <li>3. Any unused vacation in the year the FMLA is taken must be taken concurrently with the FMLA.</li> <li>4. While on FMLA, the resident/fellow will be paid and benefits will remain in place.</li> <li>5. If the length of the FMLA creates the need for a resident/fellow to make up time in order to be board eligible, the time will be made up at the end of residency/fellowship training. Make-up time will be WITHOUT pay. If</li> </ol>	<ol style="list-style-type: none"> <li>1. All non-medical leaves of absence are handled at the department level.                             <ul style="list-style-type: none"> <li>• A resident/fellow needing a non-medical leave should negotiate this with and get the approval of the program director</li> <li>• Available vacation time should be used first, but this is negotiable with the program director</li> </ul> </li> <li>2. While on an approved leave of absence during training, the resident/fellow will be paid and benefits will remain in place.</li> <li>3. If the length of the leave creates the need for a resident/fellow to make up time in order to be board eligible, the time will be made up at the end of the residency/fellowship training. Make-up time will be WITHOUT pay. If the resident/fellow needs to maintain benefits during make-up time, the resident/fellow must pay the cost of the benefits coverage. (See “Make-Up Time.”)</li> <li>4. The PAN forms for placing a resident/fellow on LOA and returning a resident/fellow from LOA are initiated <b>BY THE DEPARTMENT</b>.                             <ul style="list-style-type: none"> <li>• The PAN form to place the resident/fellow on LOA must include in the “comments” section that the leave is “<b>WITH PAY AND WITH BENEFITS</b>”</li> <li>• The PAN form to return the resident/fellow from LOA must be submitted in a timely manner</li> <li>• PAN forms should be brought or sent to the GME Office for the signature of the Director</li> </ul> </li> <li>5. <b>KEEP THE GME OFFICE ADVISED OF ALL RESIDENT/FELLOW LOA’S</b> <ul style="list-style-type: none"> <li>• <b>Advise before the LOA date that a resident/fellow will be taking an LOA</b></li> <li>• <b>Advise of the return date</b></li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. If you have a resident/fellow who is paid by a grant, the military, or another source outside the University system, this is <b>NOT</b> an <b>LOA</b>, and a PAN form should not reflect an LOA.</li> <li>2. The DEPARTMENT should use the following guidelines to complete a PAN form for a resident/fellow receiving pay from an outside source. The following will apply in <b>most cases</b> (there are exceptions for some grants).                             <ul style="list-style-type: none"> <li>• “Annualized base amount” and “comp rate” should be zero (0)</li> <li>• “Step” should be zero (0)</li> <li>• “FTE” should be one (1)</li> <li>• An explanation should be placed in the “comments” section saying that the resident is “zero comp” being paid by (whatever other source).</li> <li>• A “zero comp” employee will have problems with benefits coverage. An explanation <b>MUST</b> be placed in the “comments” section, or attached, regarding benefits coverage (see below).</li> </ul> </li> <li>3. Most residents paid by outside sources do not need University insurance benefits. However, some do. The DEPARTMENT must determine, along with the resident, how benefits will be handled, since no insurance premiums can be deducted from a “zero comp” employee.                             <ul style="list-style-type: none"> <li>• The Benefits Office can <b>DIRECTLY BILL</b> the employee for the employee insurance premium amount—<b>BUT MUST BE INSTRUCTED TO DO SO AND PROVIDED THE EMPLOYEE’S BILLING ADDRESS</b></li> <li>• The Benefits Office can <b>BILL THE DEPARTMENT</b> for the entire insurance cost, and the department can collect the premium portion from the employee directly.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. As a general rule, make-up time done at the end of residency training is <b>WITHOUT</b> pay and <b>WITHOUT</b> benefits.</li> <li>2. Since the resident/fellow will be working, this is not an LOA and the PAN form should not reflect an LOA.</li> <li>3. The DEPARTMENT must initiate a PAN form to keep the resident/fellow employed during the period of make-up time, but with “zero” compensation, as make-up time is without pay or benefits.                             <ul style="list-style-type: none"> <li>• “Effective date” should be the date of the start of make-up time. This should be the day following the end of the normal training period.</li> <li>• “Annualized base amount” and “comp rate” should be zero (0).</li> <li>• Distribution line should reflect the date the pay stops and the date of termination (end of make-up time).</li> <li>• An explanation must be provided in the “comments” section saying “resident/fellow making up time without pay and without benefits—last day resident/fellow will work is (date). Terminate resident on (date).”</li> <li>• The DEPARTMENT should verify the PAN form on-line to ensure that pay has stopped appropriately and that termination information is correct.</li> <li>• The PAN form must come through the GME Office for the Director’s signature.</li> </ul> </li> <li>4. In the unlikely event a resident/fellow may need to</li> </ol>

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<p>the resident/fellow needs to maintain benefits, the resident/fellow must pay the cost of the benefits coverage. (See “Make-Up Time.”)</p> <p>6. The PAN form to place the resident/fellow on FMLA will be completed by the Service Team. The department should verify that this has been done by checking on-line.</p> <p>7. The PAN form to return the resident/fellow from FMLA should be completed <b>BY THE DEPARTMENT</b> and sent to the <b>HR Service Team</b> (not the Payroll Office) with the notation that the individual is returning from FMLA leave. If the Service Team does not receive a PAN form from the department, they will automatically return the resident/fellow from leave approximately 5 days after the end of the leave period. <b>PLEASE</b> keep in touch with your HR Service Team regarding this to avoid pay problems.</p> <p>8. <b>KEEP THE GME OFFICE ADVISED OF ALL ACTIONS.</b></p> <ul style="list-style-type: none"> <li>• <b>Advise when applying for FMLA</b></li> <li>• <b>Advise the dates of the FMLA leave (start and end)</b></li> <li>• <b>Send copies of PAN forms to the GME Office</b></li> <li>• <b>Advise of any problems or questions (1-2401)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Update the monthly rotation schedule from the GME Office with “LOA”</b></li> <li>• <b>Call the GME Office if there are any questions (1-2401)</b></li> </ul>	<ul style="list-style-type: none"> <li>• In any case, THE BENEFITS OFFICE NEEDS INSTRUCTIONS AND INFORMATION. Attach to the PAN form an explanation and complete information for the handling of benefits.</li> <li>• A Campus Order may need to be attached to the PAN form if the department is to be billed.</li> </ul> <p>4. In summary, the benefits explanation to the Benefits Office should fall into one of the three categories below.</p> <ul style="list-style-type: none"> <li>• Zero pay WITH benefits—bill the employee directly for the benefits premium amount—employee’s billing address is included</li> <li>• Zero pay WITH benefits—bill the department for the entire amount (the department will collect the premium from the employee)—a campus order with account number is included</li> <li>• Zero pay, zero benefits</li> </ul> <p>5. If you have a resident/fellow being paid only PARTIALLY by a grant or other source, use the guidelines below for completing the PAN form</p> <ul style="list-style-type: none"> <li>• “Step” should be zero (0)</li> <li>• “FTE” should be one (1)</li> <li>• Calculate the amount of pay to be paid by the University system and enter that amount as the “annualized base amount” and the “comp rate”</li> <li>• Include an explanation in the “comments” section saying “balance of pay on a stipend through Accounts Payable” (or other source if applicable)</li> <li>• With pay being received, deduction of benefits premiums should not be a problem</li> </ul> <p>6. <b>ADVISE THE GME OFFICE</b></p> <ul style="list-style-type: none"> <li>• <b>“Zero comp” is tricky. Contact the GME Office for assistance.</b></li> <li>• <b>All PAN forms should come through the GME Office for the Director’s signature.</b></li> </ul>	<p>maintain benefits coverage during make-up time, use the following instructions.</p> <ul style="list-style-type: none"> <li>• The resident/fellow should have been advised at the time a leave was taken that make-up time would be without pay and without benefits.</li> <li>• The resident/fellow may wish to maintain benefits coverage and be DIRECT BILLED for the full cost of coverage. In this instance, the PAN form must include specific instructions (see Column 3, #3).</li> </ul> <p>5. If any circumstances are not consistent with the above instructions, CONTACT THE GME OFFICE for assistance.</p> <p>6. <b>KEEP THE GME OFFICE ADVISED OF ALL ACTIONS.</b></p> <ul style="list-style-type: none"> <li>• Let the GME Office know of make-up start and end times</li> <li>• The GME Office must be advised of make-up time in order to prepare accurate completion certificates</li> <li>• Contact the GME Office with any questions or problems (1-2401).</li> </ul>
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