
Cardiology Recruiting Policies

Selection Policy/Process

GRADUATE MEDICAL EDUCATION
PROCEDURES

Policy Number 1.1 & 1.2

RESIDENT POLICIES AND

Chapter: Conditions for Employment

ELIGIBILITY

PURPOSE

To outline the requirements to be eligible for an appointment to the University of Utah Affiliated Hospitals housestaff.

POLICY

To be eligible for a fellowship at the University of Utah School of Medicine, Cardiology Division, an applicant must meet all the requirements contained in the “Eligibility and Credentialing” Policy of the University of Utah Office of Graduate Medical Education & the “Eligibility Criteria” of the Common Program Requirements of the ACGME , including :

- Be a graduate of a US or Canadian medical school accredited by the Liaison Committee on Medical Education (LCME) -or-
- Be a graduate of a college of osteopathic medicine in the United States accredited by the American Osteopathic Association (AOA) -or-
- Be a graduate of a medical school outside of the United States who meets one or more of the following qualifications:
 - a. Has a currently valid ECFMG certificate, or
 - b. Is a graduate of a medical school outside the United States who has completed a Fifth Pathway program provided by an LCME-accredited medical school.

Have completed an ACGME or RCPSA accredited internal medicine program that satisfies the requirements of an ACGME-accredited residency program, an AOA-approved residency program, a program with ACGME International (ACGME-I) Advanced Specialty Accreditation, or a Royal College of Physicians and Surgeons of Canada (RCPSA)-accredited or College of Family Physicians of Canada (CFPC)-accredited residency program located in Canada.

All PGY2 and above applicants must have passed Parts 1, 2CK and 2CS, and 3 of USMLE; or Parts 1, 2CE and 2PE, and 3 of COMLEX; or Parts 1 and 2 of LMCC MCCQE prior to the time they will begin training.

APPLICATION PROCESS

A. All applications to the CVD, Interventional Cardiology, EP and HF/TX fellowships should be made using the Electronic Residency Application Service (ERAS).

Those fellowship programs require the following documentation for application:

1. ERAS Application
2. Curriculum Vitae and Statement of career objectives, approximately one page in length
3. USMLE Scores, Steps 1, 2, and 3
4. Three or more Letters of Recommendation (one from your program director)
5. Copy of green card or visa (J-1), if non-U.S. Citizen
6. Match Number (CVD program only)

B. In general application deadlines are as follows:

CVD Fellowship – July 15th

EP Fellowship – July 15th

Interventional Cardiology Fellowship – January 15th

CHF/TX Fellowship – July 15th

APPLICATION REVIEW

Application packets are reviewed via criteria set forth by the ACGME Program Requirements, the Resident Recruitment Committee and this institution.

Candidates for this program are selected based on their preparedness, ability, academic credentials, communication skills, and personal qualities such as motivation and integrity. A designated committee member reviews applicants who meet the criteria.

The Division of Cardiology at the University of Utah School of Medicine does not discriminate on the basis of gender identity/expression, sexual orientation, race, age, religion, color, national origin, disability, genetic information, or veteran's status. In accordance with the requirements of The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, (Section 504), the University of Utah provides reasonable accommodations to qualified individuals with disabilities, so that they may fully participate in its academic programs, employment opportunities, medical services, programs, and events.

APPLICANT INTERVIEWS

Applicants will be selected for interviews on the basis of their applications and letters of reference. Interviewees will be invited to interview by email, mail, and/or by phone.

Interviews will be conducted for fellowships on various dates throughout the year. These dates will be posted on our website and provided to those invited to interview.

In addition to separate interviews with at least two members of the faculty, interviewees will tour the facilities and will hear about the clinical and research training offered in the fellowship.

Visits to specific research laboratories or investigators can be arranged in advance.

All applicants will meet with the current fellows.

Details about travel arrangements and lodging will be supplied to those selected for interviews.

At the time of interview all applicants must sign the Right to Work/J-1 Clinical Visa Acknowledgment form (see attached)

APPLICANT RANKING PROCESS

At the conclusion of the interviews, the interviewers fill out an interview score sheet on the applicants they interviewed.

The results are compiled and given to the Program Director.

All faculty interviewers are invited to attend a fellow ranking meeting where the results of the interview score sheets are reviewed and a preliminary rank order list is developed.

For Programs participating in the match – At the conclusion of the interview process the final match list is submitted to the NRMP.

Strict conformance with the rules of the match is maintained throughout the selection process.

For programs not participating in the match – At the conclusion of the interview process those selected for positions in the program will receive an offer letter.

Approval Body: Graduate Medical Education Committee

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Policy Owner: Graduate Medical Education

Historical Information:

Revision dates: 2/13/2001, 9/27/01, 6/05, 4/06, 9/06, 12/07,1/09, 9/2010, 1/2012 , 10/2015, 1/2016

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**EMPLOYMENT ELIGIBILITY
and
J-1 CLINICAL VISA ACKNOWLEDGMENT**

All applicants must complete and sign this form. A copy will be kept in the applicant's file.



Name: _____ Date: _____

Are you legally authorized to work in the United States?

Yes _____
No _____

Do you now, or will you in the future, require sponsorship for employment visa status allowing clinical patient contact (e.g., J-1 clinical visa)?

Yes _____
No _____

Per University of Utah Resident Policy 15.1 (found on GME web site at <https://medicine.utah.edu/gme/policies.php>) the preferred nonimmigrant status for all trainees in clinical programs who require visa sponsorship is a J-1 clinical visa. Deviations from this requirement must be vetted by the Department/Division, GME and OGC. No University unit is obligated to sponsor any visa status to support employment; and the trainee may be required to obtain a J-1 clinical visa to participate in the program. I acknowledge that I understand this requirement.

(signature of applicant)

Technical Standards

GRADUATE MEDICAL EDUCATION
PROCEDURES

Policy Number 11.2

HOUSESTAFF POLICIES AND

Chapter: Program Responsibilities

INTRODUCTION

The University of Utah School of Medicine Graduate Medical Education Program in Internal Medicine complies with Section 504 of the 1973 Vocational Rehabilitation Act, as amended, and the Americans with Disabilities Act of 1990, in providing opportunities for qualified individuals with disabilities. At the same time, prospective candidates must be capable of meeting certain technical standards. The following technical standards specify those attributes the faculty considers to be essential in successfully completing fellowship training and in practicing medicine safely and responsibly. These standards describe the essential functions that fellows must demonstrate in the requirements of post-graduate medical education, and thus, are pre-requisites to entrance, continuation, and completion of training in the Internal Medicine Program. Requests for reasonable accommodation are evaluated on an individual basis.

TECHNICAL STANDARDS

The fellow must possess abilities and skills in five areas

A. Observation. The fellow must be able to:

1. Observe a patient accurately at a reasonable distance and close at hand, noting non-verbal as well as verbal signals
2. Visualize and discriminate findings on X-rays and other imaging studies
3. Interpret digital or analog representations of physiologic phenomena, such as EKG'S
4. Acquire information from written documents, films, slides, videos, or other media
5. Observe and differentiate changes in body movement
6. Observe anatomic structures
7. Efficiently read written and illustrated materials
8. Observe and detect the various signs and symptoms of the disease processes that will be encountered during the training program

B. Communication. The fellow must be able to:

1. Communicate effectively and sensitively with all patients
2. Communicate effectively and efficiently with all members of the health care team in oral and written English
3. Communicate clearly with and observe patients and families in order to elicit information including a thorough history from patients, families, and other sources
4. Accurately describe changes in mood, activity, and posture

5. Perceive verbal as well as non-verbal communications, and promptly respond to emotional communications (sadness, worry, agitation, confusion)
6. Communicate complex findings in appropriate terms to patients and their families
7. Adjust form and content of communications to the patient's functional level or mental state
8. Engage in a collaborative relationship with patients and families
9. Record observations and plans legibly, efficiently, and accurately
10. Complete forms according to direction in a complete and timely fashion
11. Prepare and communicate precise but complete summaries of individual encounters
12. Possess sufficient hearing for required diagnostic functions (e.g., use of stethoscope to assess breath sounds, heart sounds, etc.)
13. In emergency situations, understand and convey information for the safe and effective care of patients in a clear, unambiguous, and rapid fashion, including receiving and understanding input from multiple sources simultaneously or in rapid-fire sequence

C. Motor. The fellow must be able to:

1. Perform palpation, percussion, auscultation, and other diagnostic maneuvers
2. Provide general care and emergency medical care such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, and application of pressure to control bleeding
3. Respond promptly to medical emergencies within the training facility
4. Not hinder the ability of co-workers to provide prompt care
5. Perform required diagnostic and therapeutic procedures as specified in the program requirements

D. Cognitive. The fellow must be able to:

1. Demonstrate clinical reasoning and problem solving
2. Identify significant findings from history, physical exam, and laboratory data
3. Perceive subtle cognitive and behavioral findings and perform a mental status evaluation
4. Provide a reasoned explanation for likely diagnoses
5. Construct an appropriate diagnostic plan
6. Prescribe appropriate medications and therapy
7. Recall and retain information
8. Deal with several tasks or problems simultaneously
9. Incorporate new information from peers, teachers, and the medical literature in formulating diagnoses and plans

10. Show good judgment in patient assessment, diagnostic, and therapeutic planning

E. Social and Behavioral. The fellow must be able to:

1. Maintain a professional demeanor
2. Maintain appropriate professional and ethical conduct
3. Be able to function at a high level in the face of long hours and a high stress environment
4. Develop empathic relationships with patients and families while establishing professional boundaries
5. Provide comfort and reassurance where appropriate
6. Protect patient confidentiality and the confidentiality of written and electronic records
7. Possess adequate endurance to tolerate physically taxing workloads
8. Flexibly adapt to changing environments
9. Function in the face of uncertainties inherent in the clinical problems of patients
10. Accept appropriate suggestions and criticisms and modify behavior
11. Give and accept criticism appropriately and without prejudice

Leave Policy

GRADUATE MEDICAL EDUCATION
PROCEDURES

Policy Number 4.1

TRAINEE POLICIES AND

Chapter: Leave

PURPOSE

Residents and Fellows of the School of Medicine are entitled to necessary leave during training. Cardiology Fellows are simultaneously employees of the University of Utah and students training to become qualified for certification by the American Board of Internal Medicine (ABIM). This policy is intended to provide guidelines that will address trainees' personal needs and still allow them to be ABIM qualified at the completion of training.

POLICY

A. FAMILY MEDICAL LEAVE ACT (FMLA)/SICK TIME

Leave taken for medical reasons falls under the Family Medical Leave Act (FMLA) of 1993. The Family Medical Leave policy for trainees at the University of Utah meets the requirements of the Family Medical Leave Act of 1993, allowing up to 12 weeks of leave per year for eligible employees.

1. Eligibility

- i. An eligible employee may take leave under the FMLA to care for a Parent, Spouse, Child, and/or the Employee's Domestic Partner. For purposes of this Section F only, the term "Child" means the biological, adopted, or foster child, stepchild, legal ward, or a child of a person standing in loco parentis, who is either under the age of eighteen or over the age of eighteen and incapable of self-care on a daily basis because of a mental or physical disability that substantially limits one or more major life activities.
- ii. Must be employed for at least 12 months.

2. Requirement:

- i. Any leave for medical reasons, as outlined above, in excess of one (1) week must be handled under the Family Medical Leave Act for eligible employees.

3. Process

- i. Trainees must inform their program director immediately about any necessary medical leave in order to allow time to arrange clinical coverage.
- ii. Upon learning that the trainee is requesting FMLA leave, the Program Director or Program Coordinator/Manager must

complete a Trainee FMLA Request Form packet and submit the completed forms to the GME Office. Human Resources and our legal counsel require immediate notification of this request and failure to do so will put our office and your office at legal risk. This is a required responsibility of the training program that must be followed.

- iii. Request forms must be submitted to the GME Office at least 30 days before the FMLA is to begin, or within two (2) business days in cases of unforeseen emergencies.
- iv. The GME Office will submit the forms to Human Resources, which will notify all parties of approval or disapproval of the request.
- v. HR will process the FMLA ePAF. GME will process the Return From Leave ePAF.

4. Paid Time During FMLA

- i. FMLA time is paid for up to eight (8) weeks (including any FMLA/Sick or department MLOA/Sick in the year)
- ii. FMLA time taken beyond eight (8) weeks in one year is unpaid. Benefits continue throughout the leave. The trainee is invoiced for the employee portion of the premium during any unpaid FMLA time taken beyond 8 weeks and the department covers departmental costs.

5. Vacation Use During FMLA

- i. Trainee is required to use one (1) week of accrued vacation time (if available) during the first week of approved FMLA.
- ii. If one (1) week of accrued vacation time is not available, this week is unpaid and only seven (7) weeks of FMLA, MLOA, or Sick is paid

6. Returning from FMLA

- i. **The GME office must be informed of the return from leave date beforehand** so a Return From Leave ePAF may be completed.
- ii. Trainee must provide a physician letter before being allowed to return to their training program for any FMLA leave (with the exception of a six week or longer maternity leave).

7. Makeup Time at End of Training

- i. Based on requirements set by the specific specialty board, the Training Program is responsible for determining the amount of time the trainee must make up for board eligibility, if any.

- ii. **Program must provide the GME office the estimated makeup time when requesting the leave.** This ensures the GME office does not terminate the trainee prematurely.
- iii. If the use of FMLA requires there be makeup time beyond the trainee's original graduation date, **benefits coverage will continue until graduation and makeup time is paid.**

B. DEPARTMENT MEDICAL LEAVE OF ABSENCE (MLOA)/SICK TIME

Medical leave when trainee does not qualify for FMLA (i.e. not employed for at least 12 months, or has already exhausted 12 weeks of FMLA in the year)

1. Eligibility

- i. May be available to trainees when not eligible for FMLA (i.e., not employed for at least 12 months, or has already exhausted 12 weeks of FMLA in the year). MLOA's must be approved or denied by the Program Director. (If this is a medical leave and the trainee qualifies for FMLA, the leave must be handled through FMLA – see above). MLOA must be a continuous leave and are not available for intermittent leave cases.

2. Process

- i. Trainees must inform their program director immediately of any necessary MLOA in order to allow time to arrange clinical coverage.
- ii. Upon learning that the trainee is requesting Department MLOA, and if the Program Director approves the leave, the Program Director or Program Coordinator/Manager must have the trainee complete the MLOA Request Form and submit the completed form to the GME Office. **The GME Office requires immediate notification of this request. This is a required responsibility of the training program that must be followed.**
- iii. The MLOA Request Forms must be submitted to the GME Office at least 30 days before the MLOA is to begin, or within two (2) business days in cases of unforeseen emergencies.
- iv. The GME Office will keep the forms on file.

3. Paid Time During MLOA

- i. MLOA time is generally paid for up to 8 weeks (combined with any previous FMLA used in the current year).
- ii. Any time beyond 8 weeks of previous leave (FMLA or LOA) in the current year of training is unpaid.
- iii. MLOA time taken beyond 8 weeks is unpaid.

- iv. Benefits continue throughout the leave. **The trainee is invoiced for the employee portion of the premium during any unpaid MLOA time taken beyond 8 weeks.**

4. Vacation Use During MLOA

- i. Trainee is required to use one (1) week of accrued vacation time (if available) during the first week of approved MLOA.
- ii. If one (1) week of accrued vacation time is not available, this week is unpaid and only seven (7) weeks of FMLA, MLOA, or Sick is paid

5. Returning from MLOA:

- i. **The GME office must be informed of the return from leave date beforehand** so a Return From Leave ePAF may be completed.
- ii. Trainee must provide a physician letter before being allowed to return to their training program for any MLOA leave (with the exception of a six week or longer maternity leave).

6. Makeup Time at End of Training:

- i. Based on requirements set by the specific specialty board, the Training Program is responsible for determining the amount of time the trainee must make up for board eligibility, if any.
- ii. **Program must provide the GME office the estimated makeup time when requesting the leave.** This ensures the GME office does not terminate the trainee prematurely.
- iii. If the use of MLOA requires there be makeup time beyond the trainee's original graduation date, **benefits coverage will continue until graduation and makeup time is paid.**

C. DEPARTMENT LEAVE OF ABSENCE (LOA) – NON-MEDICAL LEAVE

1. Eligibility

- i. May be available to trainees when not a medical leave. LOA's must be approved or denied by the Program Director. (If this is a medical leave and the trainee qualifies for FMLA, the leave must be handled through FMLA or a MLOA – see above).

2. Process

- i. Trainees must inform their program director immediately of any necessary LOA in order to allow time to arrange clinical coverage.
- ii. Upon learning that the trainee is requesting LOA, and if the Program Director approves the leave, the Program Director or Program Coordinator/Manager must have the trainee complete

the LOA Request Form and submit the completed form to the GME Office. **The GME Office requires immediate notification of this request. This is a required responsibility of the training program.**

- iii. The LOA Request Forms must be submitted to the GME Office at least 30 days before the LOA is to begin, or within two (2) business days in cases of unforeseen emergencies.
- iv. The GME Office will keep the forms on file.

3. Vacation Use During LOA:

- i. Trainee is required to use all accrued vacation (if available) during the LOA.

4. Paid Time During LOA

- i. LOA time is unpaid.
- ii. Benefits may continue throughout the leave. The trainee is responsible for all costs of the benefit premiums.

5. Returning from LOA:

- i. The GME office must be informed of the return from leave date beforehand so a Return From Leave ePAF may be completed.

6. Makeup Time at End of Training

- i. Based on requirements set by the specific specialty board, the Training Program is responsible for determining the amount of time the trainee must make up for board eligibility, if any.
- ii. **Program must provide the GME office the estimated makeup time when requesting the leave.** This ensures the GME office does not terminate the trainee prematurely.
- iii. If the LOA requires there be makeup time beyond the trainee's original graduation date, **benefits coverage will continue until graduation and makeup time is paid.**

D. Advise the GME office (Breanna Stoll 801-581-2401 or breanna.stoll@hsc.utah.edu) of all actions:

- 1. When applying for FMLA, MLOA, or LOA
- 2. Dates of the FMLA, MLOA, or LOA leave (Start and end)
- 3. If makeup time will be necessary, and approximate dates of makeup time
- 4. Any changes in approved dates
- 5. Problems or questions

E. VACATION

1. All trainees in GME programs shall receive three weeks (15 working days) of paid vacation annually.
 - i. Vacation may be assigned by the Program Director, or must be arranged with the approval of the Program Director, for appropriate coverage of all rotations.
 - ii. Vacation is non-accruing. At the Program Director's discretion, and with the trainee's permission, it is allowable to grant a trainee only two weeks of vacation in one year, and four weeks in the following year.

2. All trainees in GME programs shall receive one week (5 working days) of personal/professional development (PPD) time annually.
 - i. PPD must be arranged with the approval of the Program Director and may be unavailable on certain rotations.
 - ii. PPD is non-accruing. PPD may be used in the same way as vacation but is intended to allow opportunity for trainees to attend medical, mental health, and dental care appointments in fulfillment of ACGME Common Program Requirement VI.C.1d).(1), and/or conferences, job interviews or other professional development activities.
 - iii. PPD will be reported to the GME Office in the same manner as vacation time.

F. Holidays

1. The following days will be considered holidays in accordance with University of Utah Hospital policy. Trainees will observe University of Utah Hospital holidays.

New Year's Day January	First day in
Martin Luther King Day January	Third Monday in
President's Day February	Third Monday in
Memorial Day in May	Last Monday
Independence Day	4th day in July
Pioneer Day	24th day in July
Labor Day September	1st Monday in

Thanksgiving Day November	4th Thursday in November
Friday following Thanksgiving Day November	4th Friday in November
Christmas Day December	25th day in December

2. Trainees must work with their departments to cover holidays. Trainees may be required to work on holidays. Many departments have a holiday call schedule, and many departments allow trainees to take call from home on holidays. Trainees may come in for rounds on holidays, but may leave the hospital after that as determined by their training program. Trainees must work with their program to cover call schedules and clinical rotations on holidays. Trainees will be paid for these days regardless of the number of hours worked, if any.
3. Holidays are in addition to vacation days.

G. EDUCATIONAL LEAVE/EXAMS/CERTIFICATIONS

1. Educational leave of one week (5 working days) per year is permitted as provided in the University of Utah Graduate Medical Education Housestaff Manual. A "Fellow Absence Request Form" signed by the rotation supervisor must be turned into the Fellowship Coordinator at least one month prior to the leave date(s). Once the form is submitted to the Coordinator and approved by the Program Director, a copy will be given to the fellow. Any additional educational leave beyond one week (5 working days) will be dealt with on a case by case basis.
 - i. If fellows require leave time for additional fellowship and/or job interviews, this time will be counted towards their one week of educational leave per year unless they choose to use their own vacation time.
2. All house officers are required to obtain a medical license to participate in the training program. Fellows will, therefore, be allowed time off with pay to sit for any licensing exam necessary.
3. Time taken for educational and examination purposes is *not* included in the 4 weeks of allowed leave time per academic year.

H. JURY DUTY

1. For the period during which a trainee is necessarily absent from work in compliance with an official requirement to appear for jury services, or a

subpoena to appear as a witness at a trial, deposition, or other official proceeding, the employee will continue to receive full pay. The employee is expected to deliver to the University Hospital Cashier, for deposit to the University's general funds, any fees received in accordance with law for compelled attendance as a juror or non-expert witness.

2. Employees are expected to report daily to work before and after jury service or attendance as a witness, whenever feasible, in order to give as much attention as possible to regular duties.
3. This policy does not apply when an individual appears in court on his or her own behalf (e.g., to pay traffic fines or as a party to a civil law suit).

I. FUNERAL LEAVE

1. Trainees are entitled to three (3) days of funeral leave in the event of a death of an immediate family member. Immediate family members include the trainee's spouse, children, parents, grandparents, spouse's parents, spouse's grandparents, spouses of children, siblings and their spouses, and grandchildren.

J. MILITARY LEAVE

1. Any trainee who is a member of the National Guard or any organized reserve branch of the United States Uniformed Services is entitled to a leave of absence with pay not to exceed fifteen (15) working days per year for time spent on duty at annual encampments or rifle competitions or other duties in connection with the reserve training and instruction requirements of the United States Uniformed Services or National Guard.

K. MAKEUP TIME FOR EXCESSIVE TIME AWAY FROM TRAINING

1. Each specialty board has its own requirements regarding board eligibility and the time absent from the training program. If a trainee is away from his/her training program for any reason (vacation, FMLA/sick, MLOA, jury duty, military leave, etc.), and the cumulative number of days absent exceeds the board eligibility requirements, that trainee must make up the time necessary to be eligible for board exams.
2. The trainee must work with the Program Director and/or Program Coordinator to determine the specific specialty board eligibility requirements. Makeup time beyond the trainee's original graduation date is paid and the trainee's benefits continue.

3. Leave taken in excess of **4 weeks per year (20 working days)** affects credit toward American Board of Internal Medicine (ABIM) certification requirements. If, for any reason, fellows are absent more than **4 weeks** in any one academic year, they must make up the time after their fellowship in order to qualify for certification by the A

GME Trainee Leave/Sick Options			
Leave Type	Family Medical Leave Act (FMLA)/Sick Time	Department Medical Leave of Absence (MLOA)/Sick Time Medical and not qualified for FMLA	Department Leave of Absence (LOA) Non-Medical
Eligibility	<ul style="list-style-type: none"> Must be employed for 12 months. Serious medical condition of a trainee, spouse, domestic partner, child, parent, grandparent, sibling. Birth or adoption of a child. Any leave outlined above in excess of one (1) week must be handled under FMLA for eligible employees. 	<ul style="list-style-type: none"> May be used when not employed for at least 12 months, or has already exhausted 12 weeks of FMLA in the current year. Must use FMLA if trainee qualifies. 	<ul style="list-style-type: none"> May be available when not a medical leave (e.g. release to care for terminally ill parent for 6 months, release to complete 1 year fellowship at another institution, release to travel to Russia with ski team). Must be approved by the PD.
Process	<ul style="list-style-type: none"> Trainee informs PD immediately. Program/Trainee completes FMLA Request Packet. Submit to GME at least 30 days before FMLA begins or two (2) days if unforeseen emergency. MANDATORY! GME submits forms to HR. HR approves or denies & notifies GME and Trainee. 	<ul style="list-style-type: none"> Trainee informs PD immediately. PD approves or denies request. Program/Trainee completes MLOA form. Submit to GME at least 30 days before MLOA begins or two (2) days if unforeseen emergency. MANDATORY! GME keeps forms on file. 	<ul style="list-style-type: none"> Trainee informs PD immediately. PD approves or denies request. Program/Trainee completes unpaid LOA form. Submit to GME at least 30 days before LOA begins or two (2) days if unforeseen emergency. MANDATORY! GME keeps forms on file.
Pay & Benefits	<ul style="list-style-type: none"> Paid up to eight (8) weeks (including any previous FMLA, MLOA, or Sick Time in the current year). Any leave time taken beyond eight (8) weeks in one (1) year is unpaid. Benefits continue throughout leave. Trainee is invoiced for trainee portion of premium for unpaid time beyond eight (8) weeks. 	<ul style="list-style-type: none"> Paid up to eight (8) weeks (including any previous FMLA or MLOA in the current year). Any leave time taken beyond eight (8) weeks in one (1) year is unpaid. Benefits continue throughout leave. Trainee invoiced for trainee portion of premium for unpaid time beyond eight (8) weeks. 	<ul style="list-style-type: none"> LOA time is unpaid (outside of used accrued vacation time). Benefits may continue throughout the leave, depending on the situation. Trainee is invoiced for trainee premium. Program covers department cost of benefits.
Vac	<ul style="list-style-type: none"> Required to use one (1) week of accrued vacation. If one (1) week of accrued vacation is not available, this week is unpaid and only seven (7) weeks of FMLA, MLOA, or Sick is paid. 	<ul style="list-style-type: none"> Required to use one (1) week of accrued vacation. If one (1) week of accrued vacation is not available, this week is unpaid and only seven (7) weeks of FMLA, MLOA, or Sick is paid. 	<ul style="list-style-type: none"> May be required to use all accrued vacation time, if available and depending on the situation.
Returning	<ul style="list-style-type: none"> Inform GME office at least 24 hours before returning. Trainee must provide a physician letter before returning (exception: maternity leave six weeks or longer). 	<ul style="list-style-type: none"> Inform GME office at least 24 hours before returning. Trainee must provide a physician letter before returning (exception: maternity leave six weeks or longer). 	<ul style="list-style-type: none"> Inform GME office at least 24 hours before returning.
Makeup Time	<ul style="list-style-type: none"> Program determines required makeup time, based on board or educational requirements. If makeup time required, program provides dates to GME office. Makeup time is paid and benefits continue. <ul style="list-style-type: none"> Paid from whatever source (dept. or hosp.) the trainee is paid from thru payroll. 	<ul style="list-style-type: none"> Program determines required makeup time, based on board or educational requirements. If makeup time required, program provides dates to GME office. Makeup time is paid and benefits continue. <ul style="list-style-type: none"> Paid from whatever source (dept. or hosp.) the trainee is paid from thru payroll. 	<ul style="list-style-type: none"> Program determines required makeup time, based on board or educational requirements. If makeup time required, program provides dates to GME office. Makeup time is paid and benefits continue. <ul style="list-style-type: none"> Paid from whatever source (dept. or hosp.) the trainee is paid from thru payroll.

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