

**UC Riverside School of Medicine Policies and Procedures****Policy Title:** Leave and Time Off**Policy Number:** 950-09-018

<b>Responsible Officer:</b>	Associate Dean, Graduate Medical Education
<b>Responsible Office:</b>	Office of Graduate Medical Education
<b>Origination Date:</b>	7/2011
<b>Date of Revision:</b>	3/2015, 8/2016, 12/2019
<b>Scope:</b>	UCR SOM Residents and Fellows

**Policy Summary**

Recognizing the need for residents and fellows employed by the University of California, Riverside School of Medicine (UCR SOM) to have time off with pay in order to take care of personal business and to refresh themselves, UCR SOM provides as part of its fringe benefit package, vacation leave, sick leave and time off for attending education meeting and activities. Any leave taken over 30 days may extend the resident's or fellow's training.

**Definitions**

Not Applicable

**Policy Text with Procedural Guidelines****Vacation Leave**

UCR SOM provides vacation leave to eligible residents and fellows for personal use, such as rest, relaxation and renewal. Vacation leave with compensation shall be three work weeks (15 work days) per academic year and will be pro-rated based on appointment start and end dates. Vacation time does not roll over from year to year and must be scheduled and taken in the same academic year the vacation was earned. Any unused vacation time will be forfeited at the end of the academic year, and is not paid out upon separation from the University. Vacation leave is recorded in full 8 hour day increments. Vacation leave shall be scheduled by mutual agreement with the program and granted depending upon the mode of scheduling of a given service and the ACGME requirements. Please see your specific residency/fellowship program for further information on how to schedule a vacation.

**Administrative Holidays**

Administrative holidays for residents will be consistent with the schedule at the institution to which the resident is assigned and with the policies of the program.

**Sick Leave**

The University provides paid sick leave to eligible residents who are absent from work because of illness, injury, medical appointments, for parental bonding, family illness and/or bereavement leave. Sick leave with compensation shall be twelve (12) work days per academic year and will be pro-rated based on appointment start and end dates. Sick leave does not roll over from year to year. Makeup time may be required to meet educational objectives and be in compliance with ACGME Program Requirements. If a resident or fellow is out ill for over three consecutive days, a doctor's note will be required to return to work at the program director's discretion. Any unused sick time will be forfeited

at the end of the academic year, and is not paid out upon separation from the University. Sick leave is recorded in full 8 hour day increments.

### **Bereavement**

Residents may use sick leave for bereavement. A maximum of 5 days per occurrence may be taken for this leave. Leave can be used for the following individuals:

- Child, parent, spouse, domestic partner, sibling, or grandparent
- In-laws and step first degree relatives
- Others living in the employee's household

If a resident requires more than the time allowed for bereavement leave, he/she may request an unpaid personal leave of absence or may use vacation time, if available. All bereavement leave must be approved by the program director.

### **Personal Leave**

Residents may be granted unpaid leave for personal reasons to attend to personal matters. Personal leave must be pre-approved by the program director.

### **Attendance at Education Meetings and Activities**

Attendance or participation in educational, scholarly, and professional activities is scheduled by mutual agreement with the program director. Residents may take up to 5 paid days each academic year for attendance at educational meetings and activities. These days do not roll over from year to year; any unused educational days will be forfeited at the end of the academic year.

### **Family and Medical Leave**

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
  - The birth of a child and to care for the newborn child within one year of birth;
  - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
  - To care for the employee's spouse, child or parent who has a serious health condition;
  - A serious health condition that makes the employee unable to perform the essential functions of his/her job;
  - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on "covered active duty"; OR
- Twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is

the service member's spouse, son, daughter, parent or next of kin (military caregiver leave).

The duration of the leave must conform to the program and the American Specialty Board's requirements together with the applicable state and federal law, including the federal Family and Medical Leave Act (FMLA) of 1993.

A resident should inform his/her program director and SOM Human Resources of the need for a Family and Medical Leave at least thirty (30) days in advance of the anticipated start date of the leave if the need for leave is foreseeable. If the need for leave is not foreseeable, the resident should give notice to his/her as soon as practicable. Failure to comply with this notice requirement may result in postponement of leave.

The University may require that the resident provide complete and sufficient certification from a health care provider if the employee is requesting a Family and Medical Leave. The University will provide the appropriate forms to the resident based on the type of Family and Medical Leave that is being requested.

In order to qualify for FMLA, a resident must have:

- Been employed by the University for at least a total of 12 months; AND
- Worked at least 1,250 hours in the 12 months immediately preceding the leave

Residents may elect to substitute vacation and/or sick time for any unpaid FMLA leave. Medical, dental and vision coverage will be maintained during any leave covered by FMLA (up to 12 workweeks) to the extent coverage would be maintained if the resident had been actively at work during the leave period. If the resident's FMLA leave period ends and they are still out on leave, the resident is responsible for paying the full monthly cost of benefits premiums in order to maintain benefits coverage.

Moonlighting while on Family and Medical Leave is not allowed and may be cause to terminate leave.

Pregnancy-Related Disability: The California Family Rights Act allows for an additional twelve (12) work weeks for leave after the birth of a child for pregnancy-related disability. This leave is in addition to the twelve (12) work weeks of Family and Medical Leave in twelve-month period.

Qualifying Time for American Specialty Board Requirements: The duration of Family and Medical Leave must be in compliance with each program's requirements, which concern the effect of leaves of absence, for any reason; on satisfying the criteria for completion of the training program, (see "American Board Requirements" below).

### **Leave for Jury Duty**

A resident called to Jury Duty will receive regular compensation for time served. The program director must be notified as soon as a jury summons is received. Upon return to work, residents are required to provide documentation from the court showing time

served. Only the court, pursuant to the procedure outlined in the Jury Summons Notice, can grant deferment or excused absence from jury service.

**Workers' Compensation**

The University of California strives to provide a safe working environment for all employees and to minimize the adverse impact of work-related injuries. A resident who is injured or becomes ill as a result of work performed for the University is entitled to leave without pay for all or part of the period during which the resident receives temporary disability payments under the California Workers' Compensation Act. If an injury occurs, the resident should report it to their program director and coordinator immediately and seek medical care when necessary. Incidents must be reported via an Incident Report Form and submitted to SOM HR within 48 hours of the event so that prompt and appropriate remediation can take place.

**Other**

Disability Benefits: Please note that residents are neither eligible for, nor covered by, the state of California for short-term disability insurance. However, residents enrolled in the UCR Resident Benefits Plan are entitled to disability coverage following 30 consecutive days of "total disability." For more information, please contact Resident Benefits in Human Resources at (951) 827-7795.

American Board Requirements: It is the responsibility of the program, and resident or clinical resident to be in compliance with the Program Requirements concerning the effect of leaves for absence on satisfying the criteria for completion of the training program, and guaranteeing eligibility for certification by the relevant certifying Board. Prior to granting leave, American Specialty Board requirements should be reviewed by the program director and resident to assure that the resident is familiar with the possibility of having to make up for time away from training. If extended leave results in the requirement for additional training in order to satisfy American Specialty Board requirements, financial support for the additional training must be determined when arrangements are made for the leave and the make-up activity.

**Responsibilities**

Human Resources and the Resident Program Directors

**Forms/Attachments**

Not Applicable

**Related Information**

Not Applicable

**Revision History**

7/2011, 3/2015, 8/2016, 12/2019

Approval(s):



RAJESH GULATI, M.D.  
ASSOCIATE DEAN FOR GRADUATE MEDICAL  
EDUCATION  
SCHOOL OF MEDICINE

12-10-19

DATE

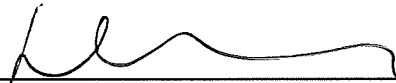
COMPLIANCE COMMITTEE (XX/XX/XXXX)



PAUL HACKMAN, J.D., L.L.M.  
CHIEF COMPLIANCE AND PRIVACY OFFICER,  
SCHOOL OF MEDICINE

12-10-19

DATE



DEBORAH DEAS, M.D., M.P.H  
VICE CHANCELLOR, HEALTH SCIENCES  
DEAN, SCHOOL OF MEDICINE

12/12/19

DATE