

	Name of Protocol: <b>Leaves of Absence</b>
	Effective Date: <b>July 1, 2022</b>

This protocol has been developed in accordance with the GMEC Leaves of Absence Policy. The term “resident” is inclusive of all trainees at SIU School of Medicine, whether training in a residency or fellowship program. Each program must establish a program specific leave policy that contains all of the elements described below.

Elements of the program policy must include:

- A specific reference to the Institutional Leaves of Absence Policy or a program can choose to embed the institutional policy. There must be a specific statement that the program follows the institutional policy within the first paragraph.
- A description of how the program specific policy is made available for review by residents at all times (IR IV.H.1.f).
- Details of how the program ensures that its residents are provided with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident’s eligibility to participate in examinations by the relevant certifying board(s) (IR IV.H.1.g).
- A description of the program’s process for submitting and approving resident requests for leaves of absence (IR IV.H.1.e). It must include the program’s internal steps of requesting time off and a leave of absence, as well as the steps for institutional approval for absences that are more than a two-week equivalent (outlined below). For absences equivalent to more than two weeks:
  1. The program will work with the resident to complete the GME Leave of Absence Request Form. The resident and program director must sign the form and the program coordinator will send it electronically to the GME Director.
  2. Upon review, if the request is not for Parental, Caregiver, or Medical Leave (PCML), the GME Director will sign the request and email it to the employing hospital and program coordinator.
  3. If the request is for PCML, the GME Director will forward the request to SIU School of Medicine Human Resources to be evaluated for criteria of a leave in accordance with the Family and Medical Leave Act (FMLA) of 1993, state law, and the policies of the employing Affiliated Hospital.
    - a. HR will notify the GME Director if the LOA meets FMLA criteria and email the resident directly.
    - b. The GME Director will notify the program and resident that HR will be contacting the resident and requesting additional documentation.
  4. The resident will be required to submit additional documentation to HR by a deadline.
  5. Upon approval from HR, the GME Director will notify the employing hospital and other necessary entities of the resident leave dates, the time that is paid / unpaid, and whether it meets Family Medical Leave criteria.