

<i>Ochsner Clinic Foundation</i> Request for Medical Leave (LOA)			
PART I: GENERAL INFORMATION			
Name: _____			
Program: _____		PGY Level: _____	
Reason for Leave Request (check box to right) →		☐ Surgery	☐ Pregnancy
☐ Other			
Estimated Length of Leave requested: _____			
Actual Dates of Leave taken: _____		Start Date: _____ End Date: _____	
Resident/Fellow Signature: _____		_____	
PART II: TIME OFF CONFIRMATION			
Indicate number of vacation days allowed based on current level of training: _____		Indicate number of allowed vacation days already taken/used for current academic year: _____	
Note: Monday – Friday only PGY-1 = 10 days PGY-2 = 15 days PGY-3 & higher = 20 days		Indicate time off allowed (without make up time) by specialty board: _____	
PART III: PROGRAM DIRECTOR To Complete			
Medical Leave requested with continued full stipend and benefits; <u>No</u> make-up time required by specialty board. ☐ YES ☐ NO		Medical Leave requested with continued full stipend and benefits; Make-up time <u>required</u> by specialty board. ☐ YES ☐ NO	
Provide new anticipated completion date from program→		Date: _____	
Program Director Signature: _____			
Required			
PART IV: GME Administration/GMEC			
GME Administrator Signature: _____			
GMEC Approval Signature (if applicable): _____			

Medical Leave: Due to special characteristics of medical training and the impact of a house staff's absence on patient care and training, notification to the program director and the Department of Graduate Medical Education of Family/Medical Leave should occur as early as possible. Special requirements of each specialty training program may govern the amount of time permitted away from continuous residency/fellowship training per year. Therefore, specific make up time may be required before the house staff advances to the next training level and the projected date of completion may be extended.

Medical leave will be granted, upon written request, to all house staff. Medical leave will be leave-with-pay for a period of up to six weeks for medical leave with appropriate documentation. **This time includes allotted vacation.** All or a portion of the six weeks may be requested. Medical leave will require endorsement from the Program Director and approval by the Chairman, Graduate Medical Education Committee (GMEC). Extended Medical leave may be paid or unpaid and will be assessed on an individual basis. Medical Benefit coverage will be continued during the extended leave. However, if the leave is unpaid, the house staff must contact the Benefits Department to arrange payment for continuation of family dental coverage. If leave is being requested for more than six weeks, approval for return to the training program will be at the discretion of the program director in cooperation with the Chairman, (GMEC). A doctor's certificate verifying the condition of the house staff may be requested. In those cases where a house staff must make-up time missed due to medical reasons in order to fulfill board requirements.