



Policy Number GME-2220-005
Date of Last Review Month Year: 05/2022
Date of Last Revision Month Year:
Policy Owner(s) Department GME

Institutional Requirement IV.H.
2022 Accreditation Council for
Graduate Medical Education (ACGME)

Graduate Medical Education: Leave of Absence

I. Purpose

Due to special characteristics of medical training and the impact of a Resident's absence on patient care and training, notification of Leave of Absence to the Program Director and the Department of Graduate Medical Education (GME) should occur as early as possible. Leave of absence is defined as qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the Resident is required to report.

For the purpose of this policy, qualified leave of absence includes the birth and care of a newborn child, placement of a child for adoption or foster care, care for an immediate family member (child, spouse, domestic partner, or parent) with a serious health condition, or trainees own serious health condition or illness that temporarily impedes a Resident from being able to perform the essential functions of their position.

II. Scope

All Ochsner sponsored residency and fellowship programs.

III. Definitions

- **Accreditation Council for Graduate Medical Education (ACGME)**
- **Resident:** Any trainee in an OLGMC sponsored residency or fellowship program
- **Ochsner Lafayette General Medical Center (OLGMC)**
- **Department of Graduate Medical Education (GME):** Responsible for the administration of all OLGMC sponsored residency and fellowship training programs
- **Designated Institutional Official (DIO):** Individual responsible for oversight of Graduate Medical Education programs
- **Graduate Medical Education Committee (GMEC):** Committee responsible for policy and oversight of Graduate Medical Education at OLGMC, chaired by the DIO
- **Residency Review Committee (RRC)**
- **Leave of absence:** Approved time away from residency and fellowship duties, other than regularly scheduled days off as reflected in a rotation schedule

IV. Policy Statement

Each ACGME Residency Review Committee (RRC) defines the minimally approved length of educational programs (usually in months). In addition, each American Board of Medical Specialties (ABMS) Member Board establishes requirements for candidates to become eligible for Initial Certification. Published requirements of each accredited ABMS Member Board may govern the amount of time permitted away from continuous residency or fellowship training in any single year or level of training. Therefore,



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additional training may be required before the Resident advances to the next training level and/or the projected date of program completion may require extension.

Leave of absence

The leave date will begin on the initial date of the Resident's inability to perform the essential functions of their position. Leave of absence will be leave-with-pay (100 percent salary and benefits continuation) for a period of up to 6-weeks for any disability with appropriate documentation. This time includes use of allotted vacation days per level of training. Allotted vacation includes.

First Year Postgraduates (PGY-1) – are authorized 2 weeks

Second Year Postgraduates (PGY-2) – are authorized 3 weeks

Third Year and Above Postgraduates (PGY-3 & above) – are authorized 4 weeks

A minimum of 1-week of paid vacation time will be reserved for use outside of the first 6-weeks of the first approved medical, parental, or caregiver leave of absence.

All or a portion of the 6-weeks may be requested. Leave of absence will require pre-approved endorsement from the Program Director and the Department of GME.

- Additional Training Time

In the event additional training time is deemed necessary for Resident to satisfactorily complete their training program and to meet eligibility requirements to participate in examinations by the relevant certifying board(s), the Resident will receive salary continuation and the institution will continue benefit coverage during the additional pre-approved time.

If leave of absence is requested for more than 6-weeks, approval and return to the training program will be at the discretion of the Program Director in cooperation with the Department of GME. A doctor's certificate verifying the Resident's inability to return to training if due to a personal medical condition will be requested.

The Resident's personal physician or medical provider makes the determination of medical condition and appropriate duration of medical leave absence. The institution, however, reserves the right to request a second opinion by a physician identified by the Department of GME.

The Resident if on personal medical leave of absence will be required to provide a physician's certificate stating that he/she may return to work without restrictions prior to resuming training.



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A completed, signed Leave of Absence form must be submitted to the Department of GME on or before the leave begins. The completed form must contain signatures of both the Resident and Program Director prior to approval. The Leave of Absence forms are available in the Department of GME or on the GME website.

No Other Work While on Leave

A Resident may not accept or perform other employment, consulting or independent contractor work of any kind during a leave of absence. If the Resident violates this provision; the Resident will be considered to have resigned from his/her designated training program.

Approved

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Policy History

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