



# UNIVERSITY MEDICAL RESIDENT SERVICES, P.C. UNIVERSITY DENTAL RESIDENT SERVICES, P.C.

## Resident Non-Medical Leave

In the event a resident needs an extended absence from work for reasons other than their own medical care, the resident is considered to be on non-medical leave. Such leave includes, but is not limited to leave for care of a family member or interruption in eligibility for employment due to lapse in visa. The information provided below is intended as a guide for residents employed by University Medical Resident Services, P.C. or University Dental Resident Services, P.C. (UMRS/UDRS) and who require such leave:

**Notice to Program Director:** Residents should request approval of planned non-medical leave from their program director in advance and in accordance with program policy. In the case of an unplanned leave, notice should be provided as soon as possible.

**Paid Time Off:** Residents may use accrued vacation time during approved non-medical leave. With permission of the program director, unearned vacation time from the current PGY may be advanced. However, if the resident does not complete the current PGY for any reason, the portion of vacation time advanced must be reimbursed to the employer. If leave is taken to care for an ill family member, residents may also use up to fifteen (15) days of accrued and unused sick leave per year.

**Family Medical Leave:** Residents who have been employed by UMRS/UDRS for at least twelve consecutive months may qualify for Family Medical Leave of up to twelve weeks under certain circumstances as required by law. Residents must request Family Medical Leave in writing in accordance with UMRS/UDRS policy. No more than twelve weeks of Family Medical Leave may be taken per year. Family Medical Leave will ensure continuation of health benefits for up to twelve weeks regardless of eligibility for paid time off.

**Health Insurance:** Health insurance provided through UMRS/UDRS will continue until the earlier of the fifteenth or last day of the month following the last date for which the resident received pay or, if Family Medical Leave is approved, twelve weeks from the start of medical leave. In the event of a break in coverage, the resident must contact GME staff prior to their return to work in order to reinstate coverage, and meet with GME staff upon their return to work to complete the reinstatement process.

**Other Benefits:** All other benefits provided through UMRS/UDRS continue through the last day of the month in which fully paid time off ends. In the event of a break in coverage, the resident must contact GME staff prior to their return to work in order to reinstate coverage, and meet with GME staff upon their return to work to complete the reinstatement process.

**Effect of Leave on Training:** Residents should discuss the effect of leave with their program director prior to taking leave if possible. Leave may result in an extension of a resident's training. An extension of training may delay the resident's promotion, graduation and/or eligibility to sit for Board examinations. Upon the resident's return to their training program, their employment contract will be amended as necessary to reflect the effect of this leave on their next promotion date and/or graduation from the program.