

**RUTGERS ROBERT WOOD JOHNSON MEDICAL SCHOOL
NEW BRUNSWICK, NEW JERSEY**

GRADUATE MEDICAL EDUCATION MANUAL

POLICY#: IV.1
SECTION: TIME OFF
SUBJECT: MEDICAL LEAVE AND FAMILY LEAVE

I. PURPOSE

To provide guidelines for use of medical leave and family leave.

II. SCOPE

This policy is directed to all members of the housestaff.

III. DEFINITION

Housestaff – refers to all interns, residents, and subspecialty residents (fellows) enrolled in a RUTGERS Robert Wood Johnson Medical School postgraduate training program. A member of the housestaff may be referred to as a house officer.

IV. RESPONSIBILITY/REQUIREMENTS

- A. The University policies regarding medical leave and family leave, as they apply to housestaff, shall be fairly and uniformly applied.
- B. Housestaff must notify their Chief Resident or Program Director if they are unable to work. Housestaff are responsible for keeping their Department or Program Director aware of their status.
- C. Each department is responsible for maintaining a record of house officers' usage of medical leave and family leave for each year.
- D. Sick Leave Days

House officers will be credited with twelve (12) sick leave days at the beginning of each academic year. First year house officers or house officers in their initial year of appointment are not eligible to use sick time until six full months have been completed. House officers can accumulate up to forty-eight (48) sick leave days. Medical leave shall be used when a house officer is unable to work due to illness or personal injury. Approval for use of this time shall not be unreasonably denied by the Chief Resident or Program Director.

E. Medical Leave

Each house officer is eligible for up to twelve weeks of medical leave (they are eligible after six months of service). A house officer can use any remaining allotment of his/her sick leave prior to being in an unpaid status. Once sick leave days have expired and before the house officer chooses to be in "leave without

pay” status and apply for disability, the house officer shall have the option to use any remaining portion of his/her vacation days. Once paid leave days have expired, the house officer would be in “leave without pay status” and eligible to apply for temporary disability.

The house officer must provide appropriate medical documentation to his/her Program Director. Upon submission of the appropriate medical documentation, such leave shall be approved.

F. Family leave.

1. For Birth or Adoption of a Child

All house officers are eligible for unpaid family leave upon the birth or adoption of a child after one year of service. This leave, in accordance with the Family Medical Leave Act and New Jersey State Law, can be up to twelve (12) weeks. A house officer can use paid vacation leave to cover a portion of this twelve week period. Upon submission of appropriate documentation to the Program Director, such leave shall be approved.

2. For Serious Illness in the Family

All house officers are eligible for unpaid family leave to take care of a seriously ill family member after one year of service in accordance with the Family Medical Leave Act and New Jersey State Law. This leave can be up to twelve (12) weeks. A house officer can use paid vacation leave to cover a portion of this twelve week period. Appropriate documentation must be provided to the Program Director. Upon submission of appropriate medical documentation, such leave shall be approved.

G. Impact of leave on completion of training program

If cumulative absences negatively impact the number of months of training of a house officer with respect to the number of months required to satisfy the criteria for completion of a residency or fellowship program, the Program Director shall assess the house officer's ability to fulfill his/her residency education obligations and may require additional training in lieu of termination. Individual RRC criteria for satisfactory completion of each residency program will determine the amount of additional training required because of leaves of absence. Housestaff should also refer to requirements for specialty board exams to insure eligibility. Effective July 1, 2003, such additional work time after the end of the academic year shall be paid up to four months if needed, as described by the contract between RUTGERS Robert Wood Johnson Medical School and the CIR.

Approved by the GMEC on 2/23/99. Revised 6/2/99 & 2/10/04 to reflect changes in the contract between RUTGERS Robert Wood Johnson Medical School and the CIR. Editorially changed 11/5/07.