I. PURPOSE

To establish a policy and procedure for a house officer's absence in the event of a death of a member of his/her immediate family.

II. SCOPE

This policy is directed to all members of the housestaff.

III. DEFINITION

Housestaff refers to all interns, residents, and 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.

Immediate Family Member is defined as a spouse, child, parent, legal guardian, sibling or parent of a spouse, or unmarried domestic partner. For unmarried domestic partners to be included, prior notice of the relationship must have been provided to the University's Office of Labor Relations.

IV. RESPONSIBILITY/REQUIREMENTS

A. If there is a death in the immediate family, a house officer may utilize sick leave for up to three (3) consecutive days of bereavement leave. The University may require reasonable and appropriate documentation of the relationship or of cohabitation, such as leases or drivers license, etc. Additional leave may be granted as may be necessary without pay upon request to the Program Director.

B. The house officer will inform the Program Director or his/her designee of the need for his/her immediate absence.

Approved by GMEC on 2/23/99