

IU SCHOOL OF MEDICINE AND RADIOLOGY DEPARTMENT LEAVE OF ABSENCE POLICY

The IU School of Medicine and Radiology Department Leave of Absence Policy for trainees was developed to serve the best interests of the individual trainee, the trainee's colleagues, and to meet the trainee's program goals as well as the goals of the School of Medicine. The education of the residents is of primary concern; patient care is not to be jeopardized, nor the education of medical students hampered.

Key Provisions: The School of Medicine and the Radiology Department provides eligible trainees two types of leaves of absence, a standard leave of absence, and a family/medical leave of absence in accordance with the Family and Medical Leave Act of 1993 (FMLA).

Generally, full-time trainees may be granted up to six weeks paid leave with full benefits for bona fide events including: Short-term disability or sick leave, and parental leave. The department chair/program director will determine what constitutes a bona fide leave and the length of leave on a case-by-case basis.

Eligible trainees (trainee who has worked for the School of Medicine at least twelve months and at least 1250 hours during the twelve-month period prior to the first day of leave) are entitled by law to a maximum of twelve weeks of FMLA leave (up to six weeks paid and six weeks unpaid) with full benefits for the following qualifying events: Birth of a child or care for the newborn; placement with the employee of a child for adoption or foster care; the need for the trainee to care for a spouse, child, or parent with a serious health condition; a serious health condition that renders the trainee unable to perform the functions of the job. All requests for leaves of absence will be made in writing to the department chair/program director at least thirty days in advance, or as soon as reasonably practicable. In addition, all requests for leaves of absence require the final approval of the Director of Graduate Medical Education.

Vacation time must be taken as part of the School of Medicine leave and counted against the six weeks paid leave; this applies to the FMLA leave as well.

American Board of Radiology: In order to meet the educational requirements for each trainee, the Radiology Department has consulted with the American Board of Radiology and determined the maximum leave allowed for a resident to remain Board eligible is _____.

Make-Up Time: For a leave of absence that extends beyond the maximum allowed by the American Board of Radiology, the Radiology Department accepts the responsibility to see that the best interest of the educational program, as well as the interest of the trainee is served. In order to assure the highest quality education, the Radiology Department may decide that making up absent time would not be satisfactory. The Residency or Fellowship program director will ultimately decide how to resolve these situations. However, potential problems involving makeup time do not grant the program director the authority to deny FMLA leave to someone lawfully entitled to it. Any makeup time that is required will be scheduled with an effort to best accommodate the

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needs of the trainee, but makeup time cannot be guaranteed. When makeup time is scheduled, the trainee ordinarily will be required to make up the absent time in excess of **six weeks (or the maximum allowed by the specialty Board)** at the end of the academic year in which the absence occurred. This makeup time will necessarily delay the beginning of each of the trainee's subsequent academic years by an amount equal to the makeup time. In effect, the trainee's senior year will extend beyond June 30 by an amount equal to the makeup time. Any required makeup time will be paid and all fringe benefits provided.

The Radiology Department will provide each trainee with a handbook that includes this policy. Updated policies will be available on line at _____, and each trainee and faculty member will be notified of any changes by e-mail.

Vacations: In addition to approved leaves of absence, a trainee could be absent as a result of a vacation, a death in the family, military duty, or other personal reasons. Vacations of three calendar weeks (21 days) are granted each year for Levels I and II, and four calendar weeks (28 days) for Levels III and above. Vacation need not be taken at one time but must be taken during an academic year and cannot be accumulated. No payment will be made for unused vacation at the completion of training. The Radiology Department may place limits on the times of the year when vacation can be taken. Vacation time must be taken as part of the School of Medicine leave and counted against the six weeks paid leave; this applies to the FMLA leave as well.

Educational Seminars: If a department chair specifies certain seminars, meetings, or courses as part of the educational experience, residents at Level II or higher may be granted a few days' leave with pay. If a trainee wishes to attend a meeting, symposium, etc., which is not on the specified list, this should be done as part of annual vacation time. All educational leaves are at the discretion of the department chair and no additional pay or compensating time off will be granted. Each program determines whether expenses will be provided for attending medical conferences.

Additional Provisions: If a leave extends past twelve weeks, health benefits may be provided at the trainee's expense and with the approval of the School of Medicine.

This document is not intended to cover all of the provisions of the FMLA. Some of the key requirements of the FMLA are listed that will have the most significant impact on personnel practices for house staff. If more information is required, please contact the Office of House staff Affairs, at 317-274-8282.