

Policy: Leave of Absence (LOA)

This policy is adapted from the Leave of Absence (LOA) policy listed in the House Officer Association Agreement with the Regents of the University of Michigan under Article XVI. A summary of the conditions for the LOA are listed below.

Fellows are entitled to take a LOA for the following reasons:

- Military
- Personal
- Childbirth / Adoption
- Child Care
- Medical
- Family Medical

The fellow must communicate in writing their request for a LOA to the Program Director (PD). **The total length of the training for an individual House Officer will not be altered by the LOA. All absences time taken by a fellow for any reason in excess of that allowable by the American Board of Pediatrics or American Board of Emergency Medicine, will be made up beyond the date of their original anticipated graduation date.**

Military (Section A-94)

- The House Officer must be in good standing.
- The House Officer must notify the PD that he/she intends to continue his/her current training program upon discharge from service.
- The House Officer shall be granted a LOA without pay for the period of active duty (see Article XVI).
- Following LOA, the House Officer who receives a certificate of satisfactory completion of service, applies for reinstatement within 90 days, and is still qualified to perform as a House Officer, shall be returned to the responsibilities and duties appropriate to their level of training.

Personal (Section B-95)

- The House Officer must be in good standing.
- The House Officer may be granted LOA without pay at the discretion of his / her Department Chairperson and / or PD.
- The PD / Chairperson may choose not to grant the request for personal LOA.

Childbirth/Adoption (Section C-97)

- The House Officer is granted the standard HOA contract maternity leave (currently 6 weeks) for childbirth / adoption regardless of mode of delivery.
- The 6 weeks of maternity leave is a paid LOA.
- During the last trimester of pregnancy and for 2 months post-partum, overnight call will not be scheduled and duty will be limited to 12 consecutive hours (exceptions may be approved by the house officer's OB/GYN physician only).
- This 6 week LOA is to be used immediately preceding or immediately following delivery of the child.
- This LOA must be taken for a consecutive period of time.
- Absences caused by medical complications of pregnancy will not reduce the 6 week period of paid LOA.

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Please refer to the HOA contract for further details regarding Maternity / Paternity leaves.

Paternity (Article XV-B, 93i)

- Regarding new fathers or domestic partners, 4 days of paid time off after delivery / adoption is appropriate.
- Per the Pediatric Emergency Medicine policy, this may be supplemented with up to 3 days of vacation time.

Child Care (Section C-97)

- Following the birth of an employee's child or following adoption or foster placement of a child under age 18, or over age 18 and incapable of self-care, a house officer will be granted a LOA without pay for not more than 12 calendar weeks.
- The House Officer must be in good standing.
- The House Officer who needs more than a 12 week LOA must inform the PD that he / she intends to continue training in their fellowship program and shall be granted an extension without pay for up to an additional 2 months.
- The initial leave and extension cannot exceed 5 months, and may be at any point within the first year of birth, adoption or placement, but must be completed by the end of that period.

Personal Medical (Section B-95)

- Regarding a serious health condition including complications from pregnancy.
- The House Officer will receive a paid LOA for up to 6 months or until qualified for long-term disability (LTD).
- The University may require verification of the condition by a physician or other authorized healthcare practitioner.
- The University is not required to pay for >6 months of sick leave in any continuous 12 month period.

Family Medical Leave (Section E-97b)

- The House Officer who is unable to work because he / she is needed to care for a seriously ill family member will be granted an unpaid LOA for up to 12 weeks in every 12 month cycle.
- The 12 weeks is reduced by any personal medical or child care LOA taken during the previous 12 months.
- "Family member" is defined as the House Officer's spouse or domestic partner with whom the house officer shares living accommodations and expenses; and, without regard to their place of residence, the child, sibling, parent, grandparent, or other related individual whose care is the responsibility of the House Officer or their spouse or domestic partner.

The Group Health Insurance plan and Group Dental Assistance plan coverage, including University contributions, will be continued for up to 12 weeks in each of twelve month period for House Officers requiring child care, personal medical, and family medical LOA unless mutually agreed otherwise by the parties. The 12 month period referenced will be the period beginning each July 1st and continuing through the following June 30th.

When medically necessary, personal medical and family medical LOA may be taken on intermediate or reduced effort basis, provided, the house officer shall:

- A. Make all reasonable efforts to schedule any required treatment(s) so as not to unduly disrupt the Department's operations and
- B. Notify the Department as far in advance as possible (the total time off shall not exceed the

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limits described earlier).

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