



NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH AND/OR ITS AFFILIATED ENTITIES RETAIN THE SAME RIGHT.

LEAVES OF ABSENCE POLICY

Approved Date:	Effective Date: 07/01/2020	Review Date: 07/01/2022
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Scope:

Prisma Health-Midlands		Prisma Health-Upstate	
X	Prisma Health Baptist Hospital	X	Prisma Health Greenville Memorial Hospital
X	Prisma Health Baptist Parkridge Hospital	X	Prisma Health Greer Memorial Hospital
X	Prisma Health Richland Hospital	X	Prisma Health Hillcrest Hospital
X	Prisma Health Tuomey Hospital	X	Prisma Health Laurens County Hospital
X	Prisma Health Children's Hospital-Midlands	X	Prisma Health Oconee Memorial Hospital
X	Prisma Health Heart Hospital	X	Prisma Health North Greenville Hospital
X	PH USC Medical Group	X	Prisma Health Patewood Hospital
X	Provider based facilities associated with Prisma Health-Midlands hospitals	X	Prisma Health Surgery Center - Spartanburg
		X	Prisma Health Marshall I. Pickens Hospital
		X	Prisma Health Children's Hospital-Upstate
		X	Prisma Health Roger C. Peace Hospital
		X	Prisma Health Baptist Easley Hospital
		X	University Medical Group UMG/PIH
		X	Provider based facilities associated with Prisma Health-Upstate hospitals

Policy Statement:

Residents/Fellows of Prisma Health are provided various types of leaves of absence while they are employed in their training programs. Each type of Leave may dictate specific resident/fellow responsibilities, general responsibilities, and institutional or legal guidelines.

Definition(s):

Definitions are provided below among the various forms of leave.

Responsible Parties:

Residents and Fellows
DIO
Program Directors
Human Resources
Total Rewards

Associated Policies and Procedures:

Jury Duty / Court Witness:

1. Residents/Fellows who are requested to serve as jurors will be granted time off for this purpose. The resident/fellow will present the summons for duty to his/her Program Director prior to absence from work.
2. The resident/fellow must present to his/her Program Director court verification indicating the time served.
3. Residents/Fellows who are released early from jury duty are expected to immediately contact their Program Director or Attending regarding their work status and assignments.
4. Residents/Fellows may retain any stipends received from the court for serving on jury duty.

Court Witness:

1. Prisma Health will pay for time off for residents/fellows to serve as a court witness only when the resident/fellow is required to attend at Prisma Health's written Request.
2. Travel expenses will be reimbursed to residents/fellows who serve as a court witness for Prisma Health.

Military Leave

Residents/Fellows are entitled to a leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty), as provided for by applicable state and federal laws. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy. The employee should submit his/her orders to their Program Director.

1. Resident/fellow must present military orders as early as possible, but no later than 30 days upon return from military service. Military pay will be supplemented by Prisma Health to the extent that the resident/fellow will not suffer income loss due to military service. This applies only to those periods of military duty where the resident/fellow is receiving military pay (as opposed to periods of duty where the resident/fellow is serving "for points only", without pay) and is limited to a time period not to exceed 15 days per annum. The limit will be extended by 30 days (total of 45 days per annum) if subject to involuntary call-up.
2. Where leave is paid and found not to be supported, the compensation will be taken out of his/her next paycheck(s).
3. At the discretion of the resident's/fellow's Program Director and consistent with ACGME and RRC/CODA requirements, if time away from the resident's/fellow's educational program exceeds the maximum allowed by program requirements, the resident's/fellow's training may be extended as additional months or fractions thereof to meet these requirements.
4. Additional training may also be required by specialty/sub-specialty boards for eligibility for certifying board exams (board certification requirements are provided by each program director).

NOTE: Residents/fellows should follow up with Payroll for further guidance.

Educational Leave

A resident/fellow is considered to be on Educational Leave of Absence when absent from work for personal educational development that is not related to the residency program curriculum. Duration of educational leave of absence is up to 1 (one) year.

1. A resident/fellow shall request approval with as much advance notice as possible to his/her Program Director. Sixty days' notice is preferred.
2. The Program Director will consult with the DIO and Palmetto Health Human Resources as appropriate when considering the request.
3. The Program Director must notify the Resident/Fellow and the Program Coordinator of the final decision.
4. Educational leave is not covered and may require extension of training.

FMLA Leave

Family Medical Leave of Absence (FMLA) policy applies to residents/fellows who have been employed for a total of 12 months prior to the commencement date of the leave, and who have worked at least 1,250 hours in the 12-month period prior to the commencement of the leave. Eligible residents/fellows are entitled to a total of 12 work weeks of combined paid and unpaid leave during a 12-month period, for one or more of the following reasons:

1. For the birth and care of a newborn child of the employee, or for the placement with the employee of a son or daughter for adoption or for foster care.
2. For the employee when unable to work because of a serious health condition.
3. For the employee to care for an immediate family member who has a serious health condition.

FMLA is in place to offer employees job-protected leave time and continued health benefits during qualified leaves as listed above. Residents and fellows can find the policy on FMLA governed by Prisma Health in the Prisma Health policy

manual.

Non-FMLA Leave

Personal Leave of Absence applies to all residents/fellows who do not qualify for FMLA benefits because they do not meet the eligibility requirements (Refer to Prisma Health's HR policies). A Personal Leave of Absence for education, personal time off, or for a serious health condition of the resident/fellow or immediate family member may be granted at the discretion of the Program Director. If a Personal Leave of Absence is granted, the length of time for this leave is at the discretion of the Program Director. Individual program leave policies will further clarify how the leave taken will affect the resident's/fellow's PTO balance, their pay and their program end date. The residency program needs to make appropriate arrangements with any department that may be affected by the resident's/fellow's leave. Responsibility for meeting the certification requirements of the relevant American Board rests with the individual resident/fellow and Program Director.

Medical and Long-Term Disability Leave of Absence

Resident/fellows are provided leave for their own medical disability due to non-occupational illness or injury.

1. All residents/fellows must contact their immediate supervisor (senior resident/fellow or attending physician), their Program Director, and Program Coordinator when an illness requires absence from duty.
2. Twelve (12) sick days are provided per year for medical leave and paid. If additional time is necessary and approved, this time may be extended leave and will be paid with approval of the Program Director and provision of supporting medical documentation.
3. Residents/Fellows may also be eligible for Family Medical Leave Act (FMLA). The resident/fellow must contact The Standard regarding eligibility, the leave process and designation of leave.
4. Any Prisma Health employee out on Medical Leave of Absence (five or more consecutive scheduled workdays missed due to a personal medical condition) must be cleared by Employee Health prior to returning to work. You are encouraged to be proactive in calling Employee Health to schedule your return-to-work visit. Employees only need to bring a provider note to their Employee Health visit clearing them to return to work if they have been seen by a provider during the Medical Leave of Absence. If Employee Health cannot safely clear an employee without a provider's note, then the employee will be required to obtain one.
5. At the discretion of the resident's/fellow's Program Director and consistent with ACGME and RRC/CODA requirements, if time away from the resident/fellow's educational program exceeds the maximum allowed by program requirements, the resident/fellow's training may be extended as additional months or fractions thereof to meet these requirements. Additional training may also be required by specialty/sub-specialty boards for eligibility for certifying board exams (board certification requirements are provided by each program director).
6. In the case of adoption as a change to family status, residents/fellows should refer to Prisma Health's policy on Adoption.

Long Term Disability

1. If a resident/fellow remains disabled beyond a period of 6 months, the resident/fellow may be eligible for Long Term Disability (LTD). The coverage amount for approved LTD is 60% of base monthly earnings up to a maximum of \$3,000 per month.
2. At the discretion of the resident/fellow's Program Director and consistent with ACGME and RRC/CODA requirements, if time away from the resident/fellow's educational program exceeds the maximum allowed by program requirements, the resident/fellow's training may be extended as additional months or fractions thereof to meet these requirements. Additional training may also be required by specialty/sub-specialty boards for eligibility for certifying board exams (board certification requirements are provided by each program director).

Maternity Leave

1. The length of maternity leave time will be determined by the resident/fellow's physician and her Program Director. In the instance of the birth mother, time away will be counted first against the sick leave allowance, and then vacation and holiday. After all sick, vacation and holiday time has been exhausted; the continued approval will be based on the Program Director and DIO. This time may be treated as leave without pay, unless medical documentation supports the need for extended leave.
2. The resident/fellow may be eligible for Family and Medical Leave (FMLA). The resident/fellow must contact The Standard regarding eligibility, the leave process and designation of leave.
3. At the discretion of the resident/fellow's Program Director and consistent with ACGME and RRC/CODA requirements, if time away from the resident/fellow's educational program exceeds the maximum allowed by program requirements, the resident/fellow's training may be extended as additional months or fractions thereof to meet these requirements. Additional training may also be required by specialty/sub-specialty

boards for eligibility for certifying board exams (board certification requirements are provided by each program director).

Paternity Leave

1. The resident/fellow may be eligible under the Family and Medical Leave Act (FMLA) – see policy. The resident/fellow must review FMLA policy and contact The Standard regarding eligibility, the leave process and designation of leave.
2. The length of paternity leave time will be determined by the resident/fellow and the Program Director. At the time that the resident/fellow takes time out from work for family leave, the resident/fellow will be paid (5) sick days and the time will be tracked by the program coordinator. In the instance that the father requests, if approved, any additional leave time would count first against the sick leave allowance, and then vacation and holiday. After all sick, vacation, and holiday time have been exhausted; the continued approval will be based on the Program Director and DIO. This time may be treated as leave without pay, unless medical documentation supports the need for extended leave. Total Rewards can provide additional information.
3. At the discretion of the resident/fellow's Program Director and consistent with ACGME and RRC/CODA requirements, if time away from the resident/fellow's educational program exceeds the maximum allowed by program requirements, the resident/fellow's training may be extended as additional months or fractions thereof to meet these requirements.
4. Additional training may also be required by specialty/sub-specialty boards for eligibility for certifying board exams (board certification requirements are provided by each program director).

Vacation and Holiday Leave

Resident/fellows are provided vacation and holiday benefits.

1. Total Maximum of twenty (20) working days (defined as Monday-Friday) per year are provided. All vacation and holiday time must be scheduled and approved in advance by each department. Five of these days may be scheduled by the department for a week, near the end of the calendar year. Unused leave will not be paid at year end or as a terminal benefit.
2. At the discretion of the resident/fellow's Program Director and consistent with ACGME and RRC/CODA requirements, if time away from the resident/fellow's educational program exceeds the maximum allowed by program requirements, the resident/fellow's training may be extended as additional months or fractions thereof to meet these requirements.
3. Additional training may also be required by specialty/sub-specialty boards for eligibility for certifying board exams (board certification requirements are provided by each program director).

Extension of Training

If a training extension is needed, the resident/fellow and program are responsible for making arrangements to ensure all program and institution requirements are met in the new training timeframe. When the Resident/fellow returns from leave, the program is responsible for informing the GME Office of training extension time and updated graduation timelines for residents/fellows.

References

ACGME Institutional Requirements – **IV.G. – IV.G.2**
ACGME Common Program Requirements -

Appendices:

None