



UNIVERSITY MEDICAL RESIDENT SERVICES, P.C. UNIVERSITY DENTAL RESIDENT SERVICES, P.C.

Resident Medical Leave (including maternity leave)

From time to time residents may need an extended absence from work for their own medical reasons, including maternity. When such an absence exceeds seven days, the resident is considered to be on medical disability leave. The information provided below is intended as a guide for residents employed by University Medical Resident Services, P.C. or University Dental Resident Services, P.C. (UMRS/UDRS) who require such leave:

Notice to Program Director: Residents should request approval of planned medical leave from their program director in advance and in accordance with program policy. In the case of an unplanned leave, notice should be provided as soon as possible.

Disability Insurance: All residents who are absent from work for more than seven days are required to file a disability insurance claim at the start of their absence in order to protect their rights under disability insurance and maintain compliance with their employment policies. Paper claim forms are mailed to residents once the Office of Graduate Medical Education (GME) is notified of the disability leave. Residents are required to return completed claim forms to the Office of GME within 30 days of their last day worked. Claims are forwarded the disability carrier by the Office of GME on the resident's behalf.

Paid Time Off: Residents may use *accrued and unused* sick time during medical leave in order to continue full payment of salary. With permission of the program director, the resident may request that unused vacation time from the current PGY be converted to sick time for use in supplementing disability in order to continue full payment of salary. However, if the resident does not complete the current PGY for any reason, any portion of unearned vacation time converted must be reimbursed to the employer.

Family Medical Leave: Residents who have been employed by UMRS/UDRS for at least twelve consecutive months may request Family Medical Leave of up to twelve weeks for medical leave resulting from their own illness (including maternity). No more than twelve weeks of Family Medical Leave may be taken in any twelve month period. Family Medical Leave will ensure continuation of benefits for up to twelve weeks regardless of eligibility for paid time off.

Health Insurance: Health insurance provided through UMRS/UDRS will continue until the earlier of the fifteenth or last day of the month following the last date for which the resident received pay in excess of disability insurance benefits or, if Family Medical Leave is approved, twelve weeks from the start of medical leave. In the event of a break in coverage, the resident must contact GME staff prior to their return to work in order to reinstate coverage, and meet with GME staff upon their return to work to complete the reinstatement process.

Other Benefits: All other benefits provided through UMRS/UDRS continue through the last day of the month in which fully paid time off ends or, if Family Medical Leave is approved, twelve weeks from the start

of medical leave. In the event of a break in coverage, the resident must contact GME staff prior to their return to work in order to reinstate coverage, and meet with GME staff upon their return to work to complete the reinstatement process.

Effect of Leave on Training: Residents should discuss the effect of leave with their program director prior to taking leave if possible. Medical leave may result in an extension of a resident's training. An extension of training may delay the resident's promotion, graduation and/or eligibility to sit for Board examinations. Upon the resident's return to their training program, their employment contract will be amended as necessary to reflect the effect of this leave on their next promotion date and/or graduation from the program.