

# Program Coordinator's Guide to Resident Leave

## When your resident is on leave, or notifies you that they will be on leave:

- **Notify** the Office of Graduate Medical Education (GME) via the Resident Change in Status System at <http://apps.med.buffalo.edu/change> on the **first day the resident is off work**. Refer to your current Program Coordinator Meeting Book for more information.
- **Notify** the program director according to your program policy and prepare for / make any necessary schedule changes.
- **Notify** the resident's employer if VAWNYHS (UMRS / UDRS notification is part of the notice to GME).
- **Provide** the resident with the Resident Information Sheet for Medical Leave or Non-medical Leave as appropriate.
- **Do Not** advise the resident on paperwork requirements or make promises of paid time off - the employer does that!
- **Review** the implications of the leave with your program director and the resident regarding potential delay in promotion, graduation and/or eligibility for Board Examinations.
- **Do Not** schedule the resident for ANY resident activities during leave.
- **File** your copy of the letter from GME regarding the leave in the resident file for future reference and confirmation of resident-specific information.

## When your resident returns from leave:

- **Notify** the GME via the Resident Change in Status System at <http://apps.med.buffalo.edu/change> on the **day the resident returns to work**.
- **Notify** the resident's employer if VAWNYHS- (UMRS / UDRS notification is part of the notice to GME).
- **Adjust** schedules as needed if not done already.
- **Prepare** (and submit to GME) a revised contract for the current program year and any future program years previously submitted if the leave will delay promotion / graduation.
- **Do Not** plan to extend the final program year beyond 12 months to account for prior year shortfalls. Contracts must be extended during the PGY in which the shortfall occurs.
- **Schedule** the resident for a benefit reinstatement meeting with the GME Resident Benefit Manager on the first day back to work if needed. You will know whether this is necessary based on the resident return to work date and the copy of the letter sent to the resident by GME at the start of leave.