

IDENT	GME29
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	2/18/2021
Date of Next Review	2/18/2024



TITLE: Family and Medical Leave Act and Vermont's Parental and Family Leave Law

PURPOSE: To ensure compliance with state and federal laws and to provide support to residents/fellows requiring family/medical leave consistent with the federal Family and Medical Leave Act (FMLA) and Vermont's Parental and Family Leave Law (VPFL).

POLICY STATEMENT: Residents/Fellows must adhere to UVM Medical Center policy titled "Family and Medical Leave" (HR-D-01 policy). Subject to the definitions and requirements provided in the policy, residents/fellows may request and may take up to 12 weeks of time off each year for the following reasons:

- The birth and subsequent care of a newborn;
- Placement of a child for adoption or foster care;
- Care for a spouse, child, parent, or parent-in-law with a serious health condition; or
- Their own serious health condition.

During the family/medical leave, residents/fellows receive specified benefits and job protections. Family/Medical leave is unpaid. However, residents/fellows may use their allocated vacation/personal time or and/or may receive disability or Workers' Compensation payments, if eligible

Extended leave of absences may require the resident/fellow to extend their training program, if the program can accommodate the training extension, to satisfy their program's certifying Board and Accreditation Council for Graduate Medical Education requirements.

PROCEDURE:

1. Eligibility
 - a. To be eligible for these benefits, residents/fellows must have worked at UVM Medical Center for at least 12 months and at least 1,250 hours during the 12-month period immediately preceding the beginning of the leave.
2. Unpaid Leave
 - a. Leave is unpaid but can be taken along with Short-Term Disability (GME-31 policy). In addition, residents/fellows can use all or a portion of their Paid Time Off (GME – 30 policy). Use of paid leave does not extend the leave available under FMLA/ VPFL.
3. Notice Requirements
 - a. Residents/Fellows must give reasonable notice to their program director of his/her intent to take a leave of absence. Residents/Fellows must follow UVM Medical Center process for requesting family/medical leave.
 - b. As soon as reasonable, the program director or his/her designee should notify the GME office of the leave. The GME office requires the following actions related to a leave of absence.
 - i. On the 'Block Schedule' in New Innovations, assign the resident/fellow to the GME LOA rotation for the duration of their absence;
 - ii. In the 'Confidential Notes' section in New Innovations, summarize the following information:
 1. Leave type,
 2. Start and end date for the leave, and if applicable
 - a. Dates for paid time off and/or
 - b. Unpaid leave dates
 3. State whether an extension of training is necessary or unnecessary;
 - iii. Update the 'Training Record' in New Innovations with 'Add Leave of Absence'; and

Documents Status: **Approved**

- iv. Update termination date in the New Innovations (if applicable).
- c. When the resident/fellow returns from leave of absence, the program director or his/her designee should notify the GME office with the resident/fellow name, return date, and, if applicable, the revised training end date.

DEFINITIONS: N/A

RELATED POLICIES:

Termination of Employment, Policy A-10
Short Term Disability Benefits, Policy C-03
Long Term Disability Benefits, Policy C-04
Supplemental Family and Medical Leave, Policy D-08
On-The-Job Injuries, Policy G-05

REFERENCES: Vermont and Federal Family and Medical Leave Acts.

REVIEWERS: Karen Miller, Dir GME

OWNER: Karen Miller, Dir GME

APPROVING OFFICIAL: Melissa Davidson MD, GMEC