

I. PURPOSE:

This policy is designed to outline the effect a leave of absence policy may have on the completion of residency or fellowship training and eligibility for certification by the relevant certifying board.

II. DEFINITIONS:*Trainee*

Trainee refers to all interns, residents and fellows participating in an ACGME or Non-ACGME accredited training programs sponsored by CH.

Training Program

Training program or program refers to an ACGME or Non-ACGME accredited internship, residency or fellowship training program sponsored by CH.

III. POLICY:

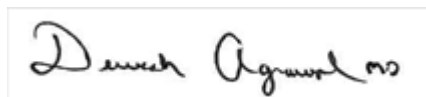
At the discretion of the department chair or program director, a leave of absence may be approved for Trainees on an individual basis. Program directors are required to notify the GME Office when a Trainee requests a leave of absence. Accrued vacation and sick leave are not considered leaves of absence. Leaves of absence are always unpaid unless part of the benefits guaranteed by Human Resources such as maternity/paternity leave. All leaves of absence must be requested in writing. Typically, accrued vacation leave should be exhausted prior to a request for a leave of absence, unless the absence falls within the provisions of the Family & Medical Leave Act (FMLA) or Temporary Disability Leave.

Eligibility for leave under the FMLA governs requests for periods of leave of absences for the birth or adoption of a child or the serious illness of a family member. Temporary Disability Leave provides leave for any physical or mental condition which is sufficiently incapacitating to require that the Trainee temporarily terminate participation in the GME training program. Trainees are responsible for submitting the required documentation to Children's National Hospital Department of Human Resources.

When a Trainee requests a leave of absence, the Program Director is required to inform the Trainee of the effects, if any, that the leave of absence will have on the ability of the Trainee to satisfy the criteria for completion of the training program and for assuring that the Trainee has access to the eligibility criteria for certification in the specialty/subspecialty program.

IV. **APPROVAL**

Approved by:



DIO/Vice Chair, Medical Education

10/13/2021

Date

V. **REVIEW OR REVISION DATE**

Approved by the GMEC: April 22, 2005

Modified and Approved by the GMEC: September 19, 2007

Modified and Approved by the GMEC: January 20, 2017

Modified and Approved by the GMEC: January 20, 2017

Modified and Approved by the GMEC: September 9, 2020

Reviewed and Approved by the GMEC: October 13, 2021