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Area Graduate Medical Education
Applicability Henry Ford Health System-wide
Document Types Policy

Tier 1: Leave of Absence (MEP 410)

Applicability

Henry Ford Health

Scope

This applies to Henry Ford Health Medical Education

Background

Henry Ford Health Medical Education leave of absence.

Definitions

None

Policy

Henry Ford Health Medical Education follows the HR system policy [Tier 1: Leave of Absence \(LOA\)](#) with the following addendums:

- Medical, Parental, and Caregiver Leave(s) of Absence Addendum for House Officers [Tier 1: Leave of Absence \(MEP 210\)](#)
- Eligibility: Henry Ford Health House Officers are eligible for Medical, Parental, Caregiver LOA beginning the first day of employment with Henry Ford Health

Medical Leave of Absence

- Henry Ford Health will pay House Officers One Hundred (100%) percent of their salary for an eligible approved medical leave of absence through the Henry Ford Health third party leave of absence administrator for up to 6 months with salary continuation. For additional information about the third party vendor please see the [Tier 1: Leave of Absence Policy](#)
 - No requirement to utilize any paid time off (PTO) Medical Leave of Absence.
 - The House Officer requesting a medical leave of absence related to pregnancy are provided six weeks after date of delivery for a vaginal delivery and up to eight weeks after date of cesarean delivery with full salary continuation and benefits. These individuals may then use their available paid GME Parental Leave (six weeks paid leave)
 - Requests for medical leave must be initiated using Leave of Absence (LOA) residency management system process.

Parental and Caregiver Leave of Absence

- Henry Ford Health will pay House Officers One Hundred (100%) percent of their salary for up to six (6) weeks of parental, or caregiver leave of absence taken in a GME program of at least one (1) to four (4) years in length; and, as applicable, for an additional six (6) weeks after completion of year four (4) in programs of five (5) years or more in length. Leave requests must be in increments of no less than one (1) day.
- Please refer to the [Tier 1: Leave of Absence policy](#) for the qualifying reasons as it pertains to medical leave (under section entitled Qualifying Reasons for Medical Leave of Absence) and parental and caregiver leave (under section entitled Qualifying Reasons for FMLA Leave of Absence).
- PTO must be used down to one (1) week (5 days M-F) when a House Officer goes on any approved parental or caregiver leave
- Requests for parental/caregiver leave must be initiated using Leave of Absence (LOA) residency management system process

Personal Leave

The granting of a personal leave of absence is determined on a case-by-case basis by the Program Director, in consultation with the Director of Medical Education (DIO). Personal leaves are not covered by FMLA.

- House Officers requesting personal leave must exhaust their PTO time to zero. The remainder of the approved personal leave is without pay.
- House Officers granted personal leaves are not eligible to receive benefits or reimbursement funds. Benefits continue through the end of the month in which the leave commences. House Officers may be eligible for continuation of benefits coverage through COBRA.

Personal leaves are limited to six months.

Job Protection for House Officers on Leave of Absence

The total of all leaves taken under this policy, when added together, shall not exceed twelve (12) months during the training program. House Officers who exceed the twelve (12)-month leave limitation (excluding military active duty) during the training program are automatically terminated, subject to the requirements of the ADA.

A terminated House Officer may petition the Program Director to return to the GME program. The Program Director may reinstate the former House Officer at his/her sole discretion and will determine the amount of time that the House Officer must make up to complete the requirements of the program.

Effect Upon the Graduate Medical Education Program

Promotion or program completion of a graduate medical education program may be affected by leaves of absence based on the type and length of the leave and the educational requirements of the program. For any approved medical, parental and caregiver leave(s), or for other types of leave, the Program Director and Designated Institutional Official (DIO) or designee, in their sole discretion, will determine and advise on the amount of time the House Officer must make up to complete the requirements of the program. Accreditation agencies and specialty colleges may have specific requirements regarding the amount of time a resident or fellow must be engaged in training in order to qualify for promotion, program completion or board certification. Information related to eligibility for specialty board examinations is available through each specialty board. The Program Director must inform the trainee of any specialty-specific board requirements that may be impacted by any leave of absence.

Related Documents

Tier 1: Leave of Absence Policy

References/External Regulations

ACGME, CPME, CODA, other accrediting organizations for individuals on a GME contract

Appendices

Appendix A: Leave of Absence (LOA) Quick Reference Guide for GME House Officers

LOA Type	Eligibility	Compensation & Benefits	How to Initiate LOA	NY Life Approval Required	Vacation Usage
Medical LOA	1 st Day of Employment- for qualifying reasons	100% Salary Continuation. Benefits Continue.	Med Hub Form	Yes	No

LOA Type	Eligibility	Compensation & Benefits	How to Initiate LOA	NY Life Approval Required	Vacation Usage
Medical LOA- Pregnancy	1 st Day of Employment	100% Salary continuation (6 weeks vaginal/8 weeks c-section). Also, eligible to add paid parental leave. Benefits continue.	Med Hub Form	Yes	No-for the medical portion of the LOA
Parental LOA*	1 st Day of Employment	100% Salary Continuation for up to 6 weeks. 1 time during programs between 1-4 years length. 6 additional weeks available after year 4 in program for program 5+ years in length. Benefits Continue.	Med Hub Form	Yes	Yes-must utilize vacation to 1 week remaining
Caregiver LOA*	1 st Day of Employment- for qualifying reasons	100% Salary Continuation for up to 6 weeks. 1 time during programs between 1-4 years length. 6 additional weeks available after year 4 in program for program 5+ years in length. Benefits Continue.	Med Hub Form	Yes	Yes-must utilize vacation to 1 week remaining
Personal Leave	Case-by-case basis	No pay beyond vacation time used. Ineligible for benefits beyond the end of the month that the leave begins. May be eligible for COBRA.	Discuss with Program Director	No	Yes-must use all remaining vacation available to zero

Questions about the LOA process? contact GME

**For house officers with less than 1 year of service will receive a denial from NY Life please contact your program coordinator and/or the GME office*

Approval Signatures

Step Description	Approver	Date
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