

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
Department of Medicine

ASSOCIATE CHAIR FOR EDUCATION MEMORANDUM
December 2006

Policy on Leave

I. POLICY

To specify the Department of Medicine policy of leave for residents and fellows.

II. BACKGROUND

The UCSF School of Medicine has a policy allowing GME trainees to take 4 weeks of total leave (annual vacation and educational) plus 12 days of leave for sickness or disability.

The American Board of Internal Medicine policy states the following. *Trainees may take up to one month per year of training for vacation, parental or family leave or illness (including pregnancy related disabilities). Training must be extended to make up any absences exceeding one month per year of training. Interrupted full time training is acceptable, provided that no period of full-time training is shorter than one month. In any 12 month period, at least six months should be spent in training. Patient care responsibilities should be maintained in a continuity clinic during the non-training component of the year. Board approval must be obtained before initiating an interrupted training plan.*

III. POLICY

Because of the ABIM policy for programs leading to board certification in Internal Medicine or a subspecialty, The Department of Medicine can only allow 4 weeks of total leave in one training year if training is not be extended. This leave includes vacation, educational leave and sick/disability and family leave. Any additional leave must be arranged and approved in advance with the Program Director to ensure that requirements for ABIM certification are met and that arrangements for make up training can be made. Although the Department of Medicine will permit make-up training in the event that a resident must exceed the ABIM's 4 week leave limitation, such training is subject to the availability of an appropriate residency position, the operational needs of the department (including funding constraints) and the requirements of applicable law and University policy. In the event that more than 4 months of leave is needed, written permission from the Program Director and Associate Chair for Education is required.

When board certification is not an issue, i.e., the program's training does not lead to board certification or the fellow is already completed the training required for board certification, the program may grant the entire 4 weeks of leave + 12 days of sick/disability.

In the event that more than 4 weeks of leave is required, The Department of Medicine will pay for 6 weeks of total leave in one year. Should a trainee require more than 6 weeks of leave in a calendar year, that leave will be taken in non-paid status.

The Internal Medicine Residency Program does offer a flexible pathway for residents to perform their required training over an extended period of time in their R2 and R3 years. This program complies with the

ABIM policies and procedures for certification. More information on this pathway is available on the Department of Medicine Education Website under Information for Applicants.

IV. PROCEDURES/RESPONSIBILITIES

These procedures listed below apply to the Department of Medicine Internal Medicine Program; the fellowships may develop their own individual procedures.

- a. Residents requesting leave must submit request a for vacation, educational leave to their program director.
- b. Residents who are sick, must call their immediate supervisor for their rotation (for example, chief resident for ward duty, clinic director for outpatient rotations or continuity clinic).
- c. If leave >4 weeks is needed, residents must make arrangements in advance with the program director.
- d. If leave > 4 months is needed, written approval is required by the program director and the Associate Chair for Education
- e. Applications for the Flexible Pathway should be submitted no later than March 1 for the following year.

V. SCOPE:

The Department of Medicine complies with ACGME, ABIM and School of Medicine policies.

VI. REFERENCES:

- a. American Board of Internal Medicine, Policies and Procedures for Certification, 2004
- b. UCSF School of Medicine Leave Policy