



Lexington Medical Center
Graduate Medical Education Policy
Policy # LMC.GME.11

ACGME Req Reference: IV.G.1, IV.G.2
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Last Revised: 05/03/2022

Leaves of Absence Policy for Graduate Medical Education at Lexington Medical Center

Purpose:

The purpose of this policy is to define the procedure regarding leaves of absence (LOA) and guidelines for vacation for all residents and fellows.

Scope:

This policy applies to all residents, fellows, and program personnel involved in any ACGME accredited programs under the sponsorship of Lexington Medical Center.

Policy:

1. To the best of its ability, Lexington Medical Center's policy for paid time off and other leaves of absence is consistent with all applicable laws.
2. Each ACGME accredited program sponsored by Lexington Medical Center provides its residents/fellows with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).
3. The resident or fellow will notify the Program Director in writing as early as possible in requesting LOA to ensure adequate coverage of the trainee's assignments while on LOA. Additionally, if a trainee extends their LOA, the Program Director will assess the necessity for lengthening the trainee's training period once they return.
4. Each ACGME accredited program sponsored by Lexington Medical Center will at a minimum provide residents/fellows with:
 - a. six (6) weeks of medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the resident/fellow is required to report;
 - b. at least the equivalent of 100 percent of their salary for the first six weeks of the approved medical, parental, or caregiver leave(s) of absence taken;
 - c. one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
 - d. continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence;
 - e. a defined process for submitting and approving requests for leaves of absence in a timely manner that is always available for review by residents/fellows.