Office of Graduate Medical Education  
University of California, Riverside, School of Medicine  

Institutional Policy  

LEAVE  

Vacation Leave  
Vacation leave with compensation shall be three work weeks (15 work days) per academic year. Vacation time does not accrue year to year and must be scheduled and taken in the same academic year the vacation was earned. Under special circumstances, the residency program may make a discretionary allowance for carry over beyond that year. Vacation leave shall be scheduled by mutual agreement with the program and granted depending upon the mode of scheduling of a given service and the ACGME requirements.  

Administrative Holidays  
Administrative holidays for residents will be consistent with the schedule at the institution to which the resident is assigned and with the policies of the program.  

Sick Leave  
Sick leave with compensation is given at the rate of twelve (12) days per academic year (one day per month). Sick leave is credited to the year of appointment and does not carry over from year to year. In addition, vacation leave may be used to cover sick leave which exceeds twelve (12) work days in a calendar year (see the “Family and Medical Leave” section below). Additional sick leave may be granted at the discretion of the program in consultation with the Designated Institutional Official (DIO). Makeup time may be required to meet educational objectives and be in compliance with ACGME Program Requirements.  

Bereavement  
At the discretion of the Program Director the residents may use sick leave for bereavement. Leave can be used for the following individuals:  
- Child, parent, spouse, domestic partner, sibling, or grandparent  
- In-laws and step first degree relatives  
- Others living in the employee’s household  
- Close friends  

Additional time may be used from any remaining vacation days. All bereavement leave must be approved by the program director.  

Personal Leave  
Personal leave to attend to personal matters of a serious, time consuming nature may be taken by mutual agreement with the program director. Personal leave in excess of vacation and sick leave is uncompensated.  

Attendance at Education Meetings and Activities  
Attendance at educational, scholarly, and professional activities is scheduled by mutual agreement with the program director.
New Parent Leave

*Compensated leave is a maximum of two (2) work weeks.* Time taken in addition to the vacation leave and sick leave will be uncompensated. In accordance with the Family and Medical Leave Act (FMLA), leave can extend to twelve (12) work weeks. The resident must give written notice to the program of intention to take a leave prior to the expected birth or adoption.

**Family and Medical Leave**

Family and medical leave is provided for an eligible resident’s serious health condition, or the serious health condition of the person’s child, spouse, or parent. Medical leave may be requested for a medical condition affecting the resident’s ability to continue in a training program or provide patient care. These leaves must include the use of vacation leave and sick leave at the onset of the leave. The duration of the leave must conform to the program and the American Specialty Board’s requirements together with the applicable state and federal law, including the federal Family and Medical Leave Act (FMLA) of 1993.

**FMLA:** FMLA allows for qualified employees to take leave up to twelve (12) work weeks in a calendar year, continuance of health plan coverage and employee reinstatements rights due to:

- Employee’s own serious health condition;
- Care for child, parent, spouse, or domestic partner (same or opposite sex) with a serious health condition; or
- Care for a newborn child or a newly adopted/foster child (applicable for both maternity and paternity leave).

In order to qualify for FMLA, a resident must meet the following two criteria:

- Provide at least 12 months of University services (does not need to be continuous) AND
- Worked at least 1,250 hours in the 12 months immediately preceding the leave (these are actual hours worked and do not include time off or vacation, sick leave, and other paid leave).

**Benefit and Pay Status:** FMLA does not require residents be paid during leave, only that benefit coverage continues during the Family and Medical Leave. However, in accordance with UCR policy, vacation leave and sick leave may be used, unless otherwise negotiated with the training program, leave will be unpaid. While on unpaid leave (other than FMLA leave), the resident will be eligible to maintain insurance coverage for the remainder of the leave and may be required to reimburse the employer for his/her cost of the insurance. In accordance with federal law, the employer will continue its contribution to health insurance benefits for up to twelve (12) work weeks per year of FMLA leave.

Moonlighting while on Family and Medical Leave is not allowed and may be cause to terminate leave.

**Pregnancy-Related Disability:** The California Family Rights Act allows for an additional twelve (12) work weeks for leave after the birth of a child for pregnancy-related disability. This leave is in addition to the twelve (12) work weeks of Family and Medical Leave in twelve-month period.

**Qualifying Time for American Specialty Board Requirements:** The duration of Family and Medical Leave must be in compliance with each program’s requirements, which concern the effect of leaves of absence, for any reason; on satisfying the criteria for completion of the training program, (see “American Board Requirements” below).
Leave for Jury Duty
A resident called to Jury Duty will receive regular compensation for time served. The program director must be notified as soon as a jury summons is received. Only the court, pursuant to the procedure outlined in the Jury Summons Notice, can grant deferment or excused absence from jury service.

Other
Disability Benefits: Please note that residents are neither eligible for, nor covered by, the state of California for short-term disability insurance. However, residents enrolled in the UCR Resident Benefits Plan are entitled to disability coverage following 30 consecutive days of “total disability.” For more information, please contact Resident Benefits in Human Resources at (951) 827-7795.

American Board Requirements: It is the responsibility of the program, and resident or clinical resident to be in compliance with the Program Requirements concerning the effect of leaves for absence on satisfying the criteria for completion of the training program, and guaranteeing eligibility for certification by the relevant certifying Board. Prior to granting leave, American Specialty Board requirements should be reviewed by the program director and resident to assure that the resident is familiar with the possibility of having to make up for time away from training. If extended leave results in the requirement for additional training in order to satisfy American Specialty Board requirements, financial support for the additional training must be determined when arrangements are made for the leave and the make-up activity.

This revised policy was approved by the Graduate Medical Education Committee (GMEC) on March 18, 2015

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Designating Institutional Official