

**ATRIUM HEALTH FLOYD MEDICAL CENTER  
POLICY AND PROCEDURE MANUAL**

<b>TITLE: Extended Leave of Absence Policy</b>	<b>Policy No.: INS-HR-011</b>
<b>Purpose:</b> To ensure that all residents know what the required guidelines for extended leave of absence are.	<b>Developed Date:</b> 05/01/2023 <b>Review Date:</b> 9/23, 9/2024 <b>Effective Date:</b> 9/23 <b>Review Responsibility:</b> DIO, Institutional Coordinator, Associate Program Director for Family Medicine

1. Residents and fellows are provided a minimum of six weeks of approved 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.
2. Residents are provided with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.
3. Residents are provided with a minimum of 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.
4. Resident health and disability benefits are continued during an approved leave of absence.
5. Residents must submit any request for leaves of absence to their respective program directors for approval.
6. Resident is entitled to timely notice of the effect of any leave of absence on the ability to satisfy requirements for program completion, and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).