



EFFECTIVE DATE: 10/13/2020
REVIEWED DATE(S): 5/18/2021
REVIEWED BY: PD/FD
RECOMMENDED BY: DIO
APPROVED BY: GMEC

TITLE: **Family and Personal Leave**

POLICY NO.: 140.1

I. POLICY STATEMENT

Full Circle Health, Inc. (FCH) Residents Interns and Fellows may take family and personal leave from residency. Eligibility for leave will be at the discretion of the Program Director for Residents/ Interns and Fellowship Directors for Fellows. The Designated Institutional Official (DIO) will be consulted if questions or unique situations arise. Family and personal leave granted under this policy will be in addition to other types of leave (vacation and sick leave) specified in the Resident, Interns or Fellow Agreement.

II. REASON FOR POLICY

Residents, Interns and Fellows may take family and personal leave for the following reasons:

- A. The birth and care of a newborn, adopted, or foster child, including both birth- and non-birth parents of a newborn.
- B. The care of a family member with a serious health condition, including end of life care and funeral arrangements.
- C. A Resident's, Intern's or Fellow's own serious health condition requiring prolonged evaluation and treatment.

If the reason for family and personal leave is known in advance, Residents, Interns and Fellows should request leave at least three months prior to the leave date. Extenuating circumstances requiring a late request will be approved at the discretion of the Program Director or Fellowship Director.

III. RESTRICTIONS

The following restrictions apply to the family and personal leave:

- A. FCH provides Residents, Interns and Fellows with a total of 16 days of vacation, two personal days, and seven sick days in each year of training. These leave types must be taken during the year of training in which they are granted.
- B. Family and personal leave may be combined in a continuous block with other types of leave; however, the total leave in one academic year may not exceed 12 weeks.
- C. The total leave of all types across the entire three years of residency may not exceed 20 weeks.
- D. Family and personal leave may be taken in multiple time blocks or as a single continuous time block, either in an individual training year or across multiple training years.
- E. Family and personal leave in excess of eight weeks may be granted per FMLA and/or at the discretion of the FCH Program Director. Leave of greater than 12 weeks in one academic year or 20 weeks total during residency would require an extension of the Resident's, Intern's, or Fellow's training.

IV. REQUIREMENTS

Use of family and personal leave does not waive any FCH, ACGME or ABFM/AOBFP requirements for academic advancement, graduation, or board eligibility. Residents, Intern's, and Fellow's taking

family and personal leave should engage in careful planning with their advisor and/or Program Director to ensure that all training requirements are met.

- A. The FCH CCC and PEC or equivalent body will advise the Program Director and Fellowship Director who will determine when a Resident, Intern or Fellow who has taken family and personal leave has met criteria to advance to the next year of training or to complete fellowship training.
- B. Residents Interns and Fellows taking family and personal leave must complete all required rotations and other educational experiences. Missed required rotations and experiences must be made up later in training.

V. EXTENTION OF TRAINING

Residents, Interns and Fellows not meeting requirements for graduation or board (or equivalent) eligibility due to family and personal leave may be required to extend training until requirements are met, including in the following circumstances:

- A. Total leave from residency, internship, or fellowship greater than 20 weeks.
- B. Failure to complete a rotation, milestones or other experience required for graduation.
- C. Failure to complete 1650 continuity clinic visits for family medicine residents.
- D. Total leave from the pharmacy residency or psychology internship that exceeds 12 weeks per the Program Directors discretion.

In addition, should a Resident, Intern or Fellow desire extra training time to make up for missed training experiences due to family and personal leave, the Resident Intern or Fellow may request a voluntary extension of training from the Program Director or Fellowship Director.

VI. COMPENSATION

Resident, Intern or Fellow salary and benefits will be paid during family and personal leave. Should a Resident require an extension of training beyond 36 months due to family and personal leave, either the leave time or training time in excess of 36 months may not be compensated. This will be at the discretion of the Program Director in conjunction with the DIO. Similarly for 12-month programs extension of training beyond 12 weeks due to family and personal leave, either the leave time or training time in excess of 12 months may not be compensated. This will also be at the discretion of the Program Director in conjunction with the DIO.

VII. ENTITIES AFFECTED BY THIS POLICY

All Full Circle Health Residents, Interns and Fellows.

VIII. SHAREPOINT LOCATION

Sharepoint/Policies and SOPs/GME Sponsoring Institution

IX. RELATED RESOURCES

- [ACGME Institutional Requirements](#), IV.H.1., 2., Vacation and Leaves of Absence (Core)
- FCH Resident and Fellow Manual
- Payroll SOP No. 52.1.2, [Family and Medical Leave Act](#)

X. CONTACTS

Subject Matter	Employee Name	Telephone Number	E-Mail Address
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XI. DEFINITIONS

ABFM	American Board of Family Medicine
ACGME	Accreditation Council for Graduate Medical Education
AOBFP	American Osteopathic Board of Family Physicians
CCC	Clinical Competency Committee
Designated Institutional Official (DIO)	The individual who, in collaboration with a Graduate Medical Education Committee (GMEC), must have authority and responsibility for the oversight and administration of each of the Sponsoring Institution's ACGME accredited programs, as well as for ensuring compliance with the ACGME Institutional, Common, and specialty-/subspecialty specific Program Requirements.
FMLA (Family and Medical Leave Act)	Entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Fellowship Director	Is responsible for implementing and ensuring compliance with policies and procedures for grievance and due process, duty hours, selection, evaluation and promotion of fellows, disciplinary action, and supervision of fellows.
PEC	Program Evaluation Committee
Program Director	Is responsible for implementing and ensuring compliance with policies and procedures for grievance and due process, duty hours, selection, evaluation and promotion of residents, disciplinary action, and supervision of residents.
Learner	The term applied to a resident physician, a pharmacy resident, a psychology intern, or other health education professionals in post graduate health education programs.
