



EFFECTIVE DATE: 5/18/2021  
REVIEWED DATE(S): 9/19/2023;  
1/21/2025; 5/7/2025; 09/16/2025; 9/15/2026  
REVIEWED BY: PD/FD  
RECOMMENDED BY: DIO  
APPROVED BY: GMEC

**I. POLICY STATEMENT**

Full Circle Health, Inc. (FCH) Residents, Interns and Fellows will have the opportunity to take leave. Leave occurs in the usual time away for allowed vacation, sick time and personal days called Program Leave. Residents, Interns and Fellows will also be eligible for Family Leave. Family Leave is considered additional leave above the Program Leave. Maximum allowable time away from training is defined by the various specialty boards that oversee our learners, (e.g., ABFM, ABOFP, ABP, ACCIP, etc.). The Designated Institutional Official (DIO) will be consulted if questions or unique situations arise. Family Leave granted under this policy will be in addition to Program Leave specified in the Resident, Interns or Fellow Agreement.

**II. DEFINITION OF PAID TIME OFF AND LEAVES OF ABSENCE**

FCH provides Residents, Interns and Fellows with a total of 22 days of vacation (includes 6 FCH holidays), two personal days, and six sick days in each year of training. These leave types must be taken during the year of training in which they are granted. Additional details can be found in each program's manual.

Residents, Interns and Fellows may take family 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 leave is known in advance, Residents, Interns and Fellows should request leave at least four 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.

Family 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. Family leave may be combined in a continuous block with other types of leave.

Family leave in excess of eight weeks may be granted per FMLA and/or at the discretion of the FCH Program Director.

Occasionally, other types of leave will be requested or become necessary – such as academic or personal leave. These may be granted on a case by case basis in consultation with the Program Director and DIO. All leave not identified as family leave will require extension of residency.

The total leave in one academic year may not exceed 12 weeks. For Residents, the total leave of all types across the entire three years of residency may not exceed 20 weeks.

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.

### III. EXTENSION OF TRAINING

Use of family leave does not waive any FCH, ACGME, ABFM/AOBFP, or ABP requirements for academic advancement, graduation, or board eligibility. Residents, Interns, and Fellows taking family leave should engage in careful planning with their Program Director to ensure that all training requirements are met and that they remain on target for meeting the competencies required for graduation.

- A. The Program Director, in consultation with CCC or faculty as applicable for that program, will determine when a Resident, Intern or Fellow who has taken leave has met criteria to advance to the next year of training or to graduate.
- B. Residents, Interns and Fellows taking leave must complete all program requirements. Extension of training may be necessary if requirements are unable to be completed due to leaves of absence. This may be more likely in 12 month programs due to the short training time and requirements of the training program.
- C. In addition, should a Resident, Intern or Fellow desire extra training time to make up for missed training experiences due to leaves of absence, the Resident Intern or Fellow may request a voluntary extension of training from the Program Director.

Any Resident, Intern, or Fellow taking leave(s) of absence will meet with their program director to review the impact of their leave(s) upon the criteria for satisfactory completion of the program, and upon their eligibility to participate in examinations by the relevant certifying board(s).

### IV. COMPENSATION

FCH will make every effort to work with the Resident, Intern or Fellow to continue salary and benefits are paid during leaves of absence. FCH will:

- A. provide Residents, Interns, and Fellows with 100 percent of their salary for the first six weeks, and up to 12 weeks if approved by the Program Director and DIO of the first approved leave(s) of absence taken;
- B. provide Residents, Interns, and Fellows with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved leave(s) of absence taken; and
- A. continue health and disability insurance benefits for Residents, Interns, and Fellows and their eligible dependents during any approved leave(s) of absence taken.

Should a Resident, Intern, or Fellow require an extension of training beyond their typical training program due to a leave(s) of absence, 100% of their salary and benefits will continue for the duration of the required extension.

### V. PROCESS FOR LEAVE REQUESTS

Residents, Interns, and Fellows requesting a leave of absence should do this through their Program Director or designee, as outlined in each program's manual.

### VI. ENTITIES AFFECTED BY THIS POLICY

All Full Circle Health Residents, Interns and Fellows. "Residents" refers to post graduate medical trainees and pharmacy trainees. "Interns" refers to psychology trainees. "Fellows" refers to post-residency trainees.

### VII. TEAMS LOCATION

Full Circle Health >Policies and Procedures>GME Sponsoring Institution.

This policy, along with each program's manual, is available for review by residents, interns, and fellows at all times in our electronic Teams platform.

### VIII. RELATED RESOURCES

- [ACGME Institutional Requirements](#), 4.8.a – 4.8.g., Vacation and Leaves of Absence (Core)
- [ABFM Family Leave Policy](#)
- [ABP Family Leave Policy](#)
- FCH Resident and Fellow Manuals

### IX. CONTACTS

| Subject Matter                          | Employee Name                                                                             | Telephone Number         | E-Mail Address                                                                                                                                                                   |
|-----------------------------------------|-------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Clarification and Interpretation | Ted Epperly, MD<br>President & CEO                                                        | 208-954-8745             | <a href="mailto:tedepperly@fullcircleidaho.org">tedepperly@fullcircleidaho.org</a>                                                                                               |
|                                         | Suzanne Allen, MD<br>DIO                                                                  | 208-954-8737             | <a href="mailto:suzanneallen@fullcircleidaho.org">suzanneallen@fullcircleidaho.org</a>                                                                                           |
|                                         | Abby Davids, MD<br>Boise Program Director                                                 | 208-954-8740             | <a href="mailto:abbydavids@fullcircleidaho.org">abbydavids@fullcircleidaho.org</a>                                                                                               |
|                                         | Kim Stutzman, MD<br>Nampa Program Director                                                | 208-514-2500<br>Ext 1839 | <a href="mailto:kimstutzman@fullcircleidaho.org">kimstutzman@fullcircleidaho.org</a>                                                                                             |
|                                         | Samantha Portenier, MD<br>MD Caldwell Program Director                                    | 208-514-2500<br>Ext 5420 | <a href="mailto:samanthaportenier@fullcircleidaho.org">samanthaportenier@fullcircleidaho.org</a>                                                                                 |
|                                         | Josh Kern, MD<br>Magic Valley Program Director                                            | 208-814-9855             | <a href="mailto:kernjw@slhs.org">kernjw@slhs.org</a>                                                                                                                             |
|                                         | Perry Brown, MD<br>Pediatrics Program Director                                            | 208-514-2500<br>Ext 2723 | <a href="mailto:Perrybrown@fullcircleidaho.org">Perrybrown@fullcircleidaho.org</a>                                                                                               |
|                                         | Jaclyn Cooperrider, MD<br>Sports Medicine Fellowship Director                             | 208-514-2500 Ext 1074    | <a href="mailto:jaclyncooperrider@fullcircleidaho.org">jaclyncooperrider@fullcircleidaho.org</a>                                                                                 |
|                                         | Todd Palmer, MD<br>Geriatric Fellowship Dir                                               | 208-514-2500 Ext 1074    | <a href="mailto:toddpalmer@fullcircleidaho.org">toddpalmer@fullcircleidaho.org</a>                                                                                               |
|                                         | Marvin Alviso, MD<br>HIV/Viral Hepatitis Fellowship Director                              | 208-514-2500 Ext 1074    | <a href="mailto:marvinalviso@fullcircleidaho.org">marvinalviso@fullcircleidaho.org</a>                                                                                           |
|                                         | Jennifer Cook, MD<br>Obstetric Fellowship Director                                        | 208- 514-2500 Ext 1074   | <a href="mailto:jennifercook@fullcircleidaho.org">jennifercook@fullcircleidaho.org</a>                                                                                           |
|                                         | Elizabeth Atnip, MD<br>Rural Fellowship Director                                          | 208-514-2500<br>X1074    | <a href="mailto:elizabethatnip@fullcircleidaho.org">elizabethatnip@fullcircleidaho.org</a>                                                                                       |
|                                         | Danielle Davies, MD<br>Bari Laskow, MD<br>Primary Care Psychiatry Fellowship Co-Directors | 208-514-2500 Ext 1074    | <a href="mailto:danielledavies@fullcircleidaho.org">danielledavies@fullcircleidaho.org</a><br><a href="mailto:barilaskow@fullcircleidaho.org">barilaskow@fullcircleidaho.org</a> |
|                                         | Penny Beach, MD<br>Faculty Development Fellowship Director                                | 208-514-2500<br>X1074    | <a href="mailto:pennybeach@fullcircleidaho.org">pennybeach@fullcircleidaho.org</a>                                                                                               |
|                                         | Matt Kaiser, PharmD.<br>Pharmacy Residency Director                                       | 208-514-2500<br>Ext 1074 | <a href="mailto:matthewkaiser@fullcircleidaho.org">matthewkaiser@fullcircleidaho.org</a>                                                                                         |

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|  | Avha Mozafari, PsyD<br>Psychology Internship<br>Program Director | 208-514-2500<br>Ext 7735 | <a href="mailto:ahvamosafari@fullcircleidaho.org">ahvamosafari@fullcircleidaho.org</a> |
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DEFINITIONS

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| <b>ACGME</b>                                   | Accreditation Council for Graduate Medical Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>ABFM</b>                                    | American Board of Family Medicine                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>ABP</b>                                     | American Board of Pediatrics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>AOBFP</b>                                   | American Osteopathic Board of Family Physicians                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CCC</b>                                     | Clinical Competency Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Designated Institutional Official (DIO)</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Education Leave</b>                         | Time away from the usual schedule but is educational in nature and therefore is not considered time away from the program. This does not change the required weeks of continuity clinic for an FM resident.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Family Leave</b>                            | Residents, Interns and Fellows may take Family Leave for the following reasons:<br>A. The birth and care of a newborn, adopted, or foster child, including both birth- and non-birth parents of a newborn.<br>B. The care of a family member with a serious health condition, including end of life care and funeral arrangements.<br>C. A Resident's, Intern's or Fellow's own serious health condition requiring prolonged evaluation and treatment.<br>If the reason for Family Leave is known in advance, Residents, Interns and Fellows should request leave by the scheduling deadline, usually at least three months prior to the leave date. Extenuating circumstances requiring a late request will be approved at the discretion of the Program, Site or Fellowship Director. Anytime Family Leave is used, Human Resources will be notified by the program to facilitate a discussion of the need or eligibility for FMLA. |
| <b>FMLA (Family and Medical Leave Act)</b>     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Fellowship Director</b>                     | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Learner</b>                                 | The term applied to a resident physician, a pharmacy resident, a psychology intern, or other health education professionals in post graduate health education programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Program Director</b>                        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>PEC</b>                                     | Program Evaluation Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------|
| TITLE: <b>Vacation and Leaves of Absence</b> |                                                                                                                             | POLICY NO.: 140.1 |
| <b>Program Leave</b>                         | This includes leave for vacation, sick days and personal days that are called out in the training manuals for each program. |                   |

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