

Augusta University
House Staff Policies and Procedures

Policy
HS 2.0 Educational Leave

Source
Graduate Medical Education Office

1.0 Purpose

To provide guidelines regarding educational leave of House Officers in Training at Augusta University

2.0 Procedure

The Following procedures will be followed to grant House Officers leave from campus for educational purposes.

- 2.1 Residency education requires the experience of clinical work, formal instruction, reading and discussion with other physicians and researchers in order to master the body of knowledge relevant to each specialty and facilitate the life-long learning involved in continuing as competent physicians and specialist.
- 2.2 Generally, the junior House Officer's primary duties will be in the hospital and clinics. However, as House Officers progress in their programs, increasing opportunities may be provided for them to interact with clinicians, educators and researchers at Institutions outside Augusta University.
- 2.3 Educational leave is provided so residents may fulfill training program requirements and/or enhance their knowledge and skill in their specialties. The granting of educational leave requires departmental approval from the Training Program Director
- 2.4 House Officers may be allowed educational leave, generally not to exceed one week each academic year, subject to confirmation by their Program Director or Service Chief that their progress in training is sufficiently satisfactory to permit the absence(s) and with the approval of their Department Chairperson. Additional leave time may be granted under exceptional circumstances if prior approval by the Department Chairperson is obtained. Total leave time at the VA cannot exceed 30 days and must be pre-approved before taking leave.

3.0 Educational Support Leave

As described in the BOR Policy 8.2.7.2, Educational Support Leave is to supplement work-life balance for University System of Georgia employees, each full-time, non-temporary employee of the USG shall be eligible for up to eight (8) paid hours of Educational Support Leave per calendar for the purpose of promoting education in the State of Georgia. Only activities directly related to student achievement and academic support will qualify for education support leave.

3.1 Activities that promote education in Georgia may include but are not limited to:

- Attend Parent/Teacher Conferences
- Participate in classroom activities, such as reading to a class or presenting on career day
- Tutor students without receiving compensation
- Proctor examinations
- Attend award and recognition ceremonies for graduation exercise
- Attend open house functions

3.1.1. Education support leave is not charged against any other leave.

3.1.2. Education Support Leave does not accumulate or rollover and is not paid-out upon change of employment status.

The term House Officer is used as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at

Augusta University

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