

Augusta University
House Staff Policies and Procedures

Policy	Source
HS 2.0 Educational and Education Support Leave	Graduate Medical Education Office

1.0 Purpose

To provide guidelines regarding Educational Leave and Education Support Leave for House Staff (interns, residents, and fellows) in Graduate Medical Education (GME) Training Programs at the Medical College of Georgia (MCG) at Augusta University (AU).

2.0 Educational Leave

- 2.1 GME training requires the experience of clinical work, formal instruction, independent reading, scholarly activity, and discussion with other physicians, researchers, and staff to master the body of knowledge relevant to each specialty/subspecialty and to facilitate the life-long learning required to practice as a competent, autonomous physician.
- 2.2 Generally, the House Staff's primary duties will be in the primary clinical site and associated participating sites. However, as House Staff progress in their GME training, increasing opportunities may be provided for them to interact with clinicians, educators, and researchers at other locations/institutions.
- 2.3 Educational Leave is provided so House Staff may fulfill training program requirements and/or enhance their knowledge and skills in their specialties. This Educational Leave may include time to attend board preparatory courses, to present research at state or national meetings, to interview for subsequent GME training or other positions, to sit for certifying exams, to attend local or national meetings related to the specialty, etc.
- 2.4 House Staff may be allowed Educational Leave, generally not to exceed one week each academic year, subject to confirmation by their Program Director that their progress in training is sufficiently satisfactory to permit the absence(s) with the approval of their Department Chair/Division Chief. Additional leave time may be granted if prior approval by the Department Chair/Division Chief is obtained. Programs should refer to their Departmental/Program policies. Educational Leave taken while scheduled at the VA must be pre-approved following VA guidelines and should not jeopardize the program's ability to deploy at 100% of commitment.
- 2.5 Educational Leave is not charged against any other leave. Educational Leave does not accumulate or rollover and is not paid-out upon change of employment status.

3.0 Education Support Leave

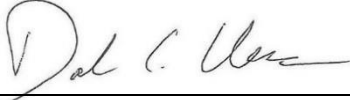
- 3.1 As described in the Board of Regents (BOR) Policy, Education Support Leave is to supplement work-life balance for University System of Georgia (USG) employees. Each full-time, non-temporary employee of the USG shall be eligible for up to eight (8) paid hours of Education Support Leave per calendar year 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. Education Support Leave is not charged against any other leave. Education Support Leave does not accumulate or rollover and is not paid-out upon change of employment status.
- 3.2 Activities that promote education in Georgia may include but are not limited to:
 - Attending Parent/Teacher Conferences
 - Participating in classroom activities, such as reading to a class or presenting on career day
 - Tutoring students without receiving compensation
 - Proctoring examinations
 - Attending award and recognition ceremonies for graduation exercise
 - Attending open house functions

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- 3.3 The House Staff must obtain approval for Education Support Leave from the Program Director, who should weigh the clinical, educational, and research needs of their department and the individual to ensure that the leave will not prevent the House Staff from meeting program requirements.
- 4.0 Programs will be responsible for monitoring the use of all leave including Education Support Leave and Educational Leave for House Staff.



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01/03/23
Date



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01/03/23
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