

# Georgia Health Sciences University

## House Staff Policies and Procedures

### Policy

HS 4.0 House Officer Leave

### Source

Graduate Medical Education Office

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#### 1.0 Purpose

To describe the procedures governing annual, medical and family leave for House Officers at Georgia Health Sciences University

#### 2.0 Procedure

- 2.1 Leave for medical reasons beyond 3 days must be requested to the Department Chairperson in writing by the House Officer. A written statement from the House Officers physician stating the reason and expected length of leave must be provided. Any planned absences should be approved, in writing, in advance by the House Officers' Department Chairperson or Program Director. The Department is responsible for informing the Graduate Medical Education Office in writing (*at least two weeks prior to the planned absence*) if the House Officer will be on leave two weeks or longer or the House Officers has exhausted annual and/or medical leave and needs to be placed on leave without pay (LWOP). A copy of the written statement from the House Officers' physician must be on file in the Graduate Medical Education Office. Family leave will be allocated along the same sequence and a copy on file in the Graduate Medical Education Office. GHSU Family Medical Leave Act 1.4.34 requires additional guidelines. See: <http://www.georgiahealth.edu/hr/benefits/FMLAFORMS.html>
- 2.2 Twenty one (21) calendar days of annual leave are granted to House Officers according to their contract dates each year which must be taken in seven (7) day blocks unless otherwise approved by Departmental Chairperson or Program Director. Vacation days must be taken within the contract period and *no compensations will be received for unused days or unused days carried over to next fiscal year*. The VA must pre approve annual/educational leave prior to the leave granted.
- 2.3 Fourteen calendar days of medical leave are granted to House Officers according to their contract dates. Each academic year a House Officer may accrue a maximum of 21 calendar days of medical leave by carrying over *only* seven days of unused medical leave from previous year.  
Time taken as leave will be accounted for in the following sequence:
  - 2.3.1 Medical (sick) leave with full stipend and all benefits until exhausted, then
  - 2.3.2 Annual leaves until exhausted, then
  - 2.3.3 Leave of absence without stipend or benefits (LWOP). **MUST** notify GME Office
  - 2.3.4 The GME Office *must* be notified in writing of medical leave, FMLA, or LWOP at least two weeks prior to House Offers leave.
- 2.4 Premiums for insurance coverage, provided as a benefit when on full pay status, become the responsibility of the House Officer when on leave of absence without stipend or benefits. The extension of training and/or salary required to make up for time on leave is not guaranteed. See GHSU Family and Medical Leave Act 1.4.34. <http://www.georgiahealth.edu/hr/benefits/FMLAFORMS.html>

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*The term House Officer is use as a generic term to include interns, residents and fellows in an approved ACGME Residency Training Program at Georgia Health Sciences University.*

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**Effective Date:**

7/05

**Revision/Review Date**

12/05 10/07 2/08 12/09 10/10 2/11

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**Page**

1 of 2

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Date

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2 of 2