

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 not a right, but a privilege which may be granted contingent upon the House Officers' standing in their program and the ability to benefit from the extramural educational opportunity. Approval for educational leave for a House Officer rests with the individual Department Chairperson, who should weigh the clinical, educational and research needs of their department and of the individual, including House Officers within their departments.

2.4 First year House Officers should not expect educational leave, but there may be special circumstances, such as presentation of their own work at a scientific meeting, when PGY-1s may be allowed educational leave by the Department Chairperson.

2.5 Second year and more senior House Officers may be allowed educational leave 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.

2.6 J-1 Visa exchange visitors must contact the Graduate Medical Education Office prior to educational leave to obtain approval from ECFMG before any educational leave is approved.

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.

---

*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*

---

Effective Date:  
7/05

Revision/Review Date:  
12/05,10/07,12/09,10/10,2/11  
1/13,10/14,9/15,1/16, 2/17

Number:  
HS 2.0

1

Augusta University  
House Staff Policies and Procedures

Policy  
HS 2.0 Educational Leave

Source  
Graduate Medical Education Office

---

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.

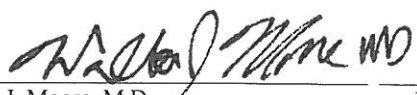
3.1.3. The House Officer must obtain approval for the Education Support Leave from the Program Director, who should weigh the clinical, educational and research needs of their department and individuals and ensure that the leave will not prevent the resident from meeting program requirements.

3.1.4. Programs will be responsible for monitoring the use of Education Support Leave for Housestaff.

  
\_\_\_\_\_  
David Hess, M.D.  
Interim Dean, Medical College of Georgia

\_\_\_\_\_  
Date

2/27/17

  
\_\_\_\_\_  
Walter J. Moore, M.D.  
Senior Associate Dean, Graduate Medical Education and  
VA Affairs

\_\_\_\_\_  
Date

---

Effective Date:  
7/05

Revision/Review Date:  
12/05,10/07,12/09,10/10,2/11  
1/13,10/14,9/15,1/16, 2/17

Number:  
HS 2.0

2

## Augusta University House Staff Policies and Procedures

Policy	Source
HS 2.0 Educational Leave	Graduate Medical Education Office

---

1.0 Purpose

To provide guidelines regarding educational leave of House Officers in Training at the 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 to facilitate the life-long learning involved in continuing as competent physicians and specialists.
- 2.2 Generally, the junior House Officers' primary duties will be in the hospital and clinics. However, as House Officers progress their Programs, increasing opportunities may be provided for them to interact with clinicians, educators and researchers at Institutions outside GRU.
- 2.3 Educational leave is not a right, but a privilege which may be granted contingent upon the House Officers' standing in their Program and the ability to benefit from the extramural educational opportunity. Approval for educational leave for a House Officer rests with the individual Department Chairperson, who should weigh the clinical, educational and research needs of their department and of the individuals, including House Officers within their Departments.
- 2.4 First year House Officers should not expect educational leave, but there may be special circumstances, such as presentation of their own work at a scientific meeting, when PGY-1 s may be allowed educational leave by the Department Chairperson.
- 2.5 Second year and more senior House Officers may be allowed educational leave 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.
- 2.6 J-1 Visa exchange visitors must contact the Graduate Medical Education Office prior to educational leave to obtain approval from ECFMG before any educational leave is approved
- 2.7 House Officers in H-1 B status may not work for other employers or in positions other than those described in the GRU H-1 B petition without applying H-1B sponsorship.

---

David Hess, M.D.  
Interim Dean, Medical College of Georgia  
Affairs

Date

Walter J. Moore, M.D.

Senior Associate Dean, Graduate Medical Education and VA

Date

2/15/17

---

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

---

Effective Date:	Revision/Review Date	Number	Page
7105	12/05 10/07 12/09 10/10 2/11 1/13, 10/14 9/15, 1/16, 2/17	2.0	1 of 1