

Augusta University  
House Staff Policies and Procedures

Policy  
HS 4.0 House Officer Leave

Source  
Graduate Medical Education Office

1.0 Purpose

To describe the procedures governing annual, medical and family medical leave for House Offices at Augusta 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 the House Officer 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. Family Medical Leave Act 1.4.34 requires additional guidelines. See: [https://paws.gmu.edu/int/policies/Documents/004-humanresources/4\\_60\\_02\\_r3.pdf](https://paws.gmu.edu/int/policies/Documents/004-humanresources/4_60_02_r3.pdf)

2.1 Twenty one (21) calendar days, consisting of 15 weekday and 6 weekend days of annual leave are granted to House Officers according to their contract dates each year which must be taken in (7) day blocks unless otherwise approved by the Department 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 the next fiscal year.* The VA must pre-approve annual/educational leave prior to the leave being granted.

2.1 Fourteen (14) 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 7 days of unused medical leave from the previous year.

Time taken as leave will be accounted for in the following sequence:

2.1.1 Medical (sick) leave with full stipend and all benefits until exhausted, then

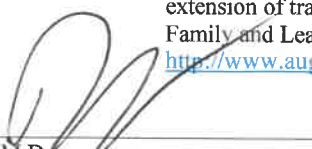
2.1.2 Annual leave until exhausted, then

2.1.3 Leave of Absence without stipend or benefits (LWOP). MUST notify the GME Office


2.1.4 The GME Office must be notified in writing of medical leave, FMLA, or LWOP at least two weeks prior to House Officer leave.

2.1.5 Premiums for insurance coverage, provided as a benefit with 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 Family and Leave Act 1.4.34.

[http://www.augusta.edu/hr/benefits/university\\_benefits/fmlaforms.php](http://www.augusta.edu/hr/benefits/university_benefits/fmlaforms.php)

  
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*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 4.0

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