Leave Policy for Dental Residents

Purpose:

The purpose of this leave policy is to provide a consistent policy among the advanced dental education programs for annual and sick leave for residents that does not compromise the residents’ training in any advanced education program; allows for continuity of patient care; and permits maximum utilization of clinical facilities in the College of Dental Medicine. The amount of leave described in this policy is the maximum leave time which a resident can take and still complete his/her training program on time. Any resident who takes more leave than that granted by this policy must make up the additional leave time at the end of their training program.

Procedures:

Annual Leave (AL): The amount of annual leave time granted for dental residents is established for each program by the program director, but cannot exceed 12 days/year.

- Accrued at the rate of 1 day/month for a total of no more than 12 days per academic year (July 1 through June 30)
- Program directors are not required to grant the maximum amount of annual leave to residents in their programs. Twelve (12) days of annual leave is not guaranteed to any resident.
- Residents in programs of 30 months or more duration may take up to 6 days of annual leave in the final 6 months of their program.
- Annual leave may be taken in 5 day blocks or individual days at the discretion of the program director.
- It is acceptable for programs to close clinics to accommodate residents’ annual and professional leave during these time periods:
  - Week of Masters’ Week/Spring Break (5 days AL)
  - Week of the Christmas Holiday (3 days AL + 2 Holidays)
  - Day of Goldstein Lecture (1 day, professional leave)
  - For professional meetings (cannot exceed 5 days/year; counts as professional leave)
    - Programs who choose to have residents treating patients during these times may schedule residents’ annual leave at their discretion.
    - Residents must take annual leave when their programs close clinics except for residents providing emergency coverage.
    - Programs must provide emergency coverage (resident/faculty) for their clinic at all times when the clinic is closed.
- Annual leave not taken by the end of the year (June 30) does not roll over to the subsequent year.
- No compensation will be received for unused annual leave at the end of the academic year or at the end of the training program.
- It is the responsibility of the program director to maintain accurate records of each resident’s annual leave.
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Medical Leave:

- Accrued at the rate of 1 day/month for a total of 12 days per academic year (July 1 through June 30)
- Leave for medical reasons exceeding 3 days must be requested to the program director in writing by the dental resident. A written statement from the resident’s physician stating the reason and expected length of leave must be provided for medical leave longer than 3 days or when abuse of medical leave is suspected. Any planned absences (family medical or maternity leave) should be approved, in writing, in advance by the resident’s program director or department chair. The department is responsible for informing the Advanced Education Office in writing (at least two weeks prior to the planned absence) if the resident will be on leave two weeks or longer or if the resident 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 resident’s physician must be on file in the Advanced Education Office.
- 5 days of unused medical (sick) leave may roll over into the next year (giving the resident a maximum of 17 days of medical leave after their first year of training.)
- For extended periods of medical leave, time taken will be accounted for in the following sequence:
  - Medical leave with applicable stipend and benefits until exhausted, then
  - Annual leave with applicable stipend and benefits until exhausted, then
  - Leave without pay (LWOP) or benefits. (Advanced Education Office MUST be notified.)
  - The Advanced Education Office MUST be notified in writing of medical leave, FMLA or LWOP two weeks prior to the resident’s leave period.
  - Premiums for insurance coverage provided as a benefit to residents become the responsibility of the resident when on LWOP (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: [http://gru.edu/hr/benefits/university_benefits/fmlaforms.php](http://gru.edu/hr/benefits/university_benefits/fmlaforms.php)

Professional Leave: *The amount of professional leave time granted for dental residents is established for each program by the program director, but cannot exceed 5 days/year.***

- 5 days per academic year (July 1 through June 30)
- Resident attendance at national/international professional meetings is considered a valuable part of the advanced education program especially when residents are presenting research or table clinics.
- Resident attendance at professional meetings should not require closing of clinics.
  - One-year training programs (GPR/AEGD are not held to this requirement.
- Travel time exceeding one day is counted as part of the professional leave or as annual leave.
- Professional leave exceeding 5 days will be counted as annual leave.
- Professional leave not taken by the end of the year (June 30) does not roll over to the subsequent year.
- No compensation will be received for unused professional leave at the end of the academic year or at the end of the training program.