POLICY STATEMENT
The purpose of this document is to provide a consistent policy that applies to residents in all of the advanced dental education programs for annual, sick, professional, and educational leave. This policy is intended to provide an adequate amount of leave 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 Dental College of Georgia. 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.

AFFECTED STAKEHOLDERS
Indicate all entities and persons within /associated with the DCG that are affected by this policy:

- Faculty
- DMD Students
- Staff
- Dental Residents
- Patients
- Visitors
- O Bio Graduate Students
- Visitors/Contractors
- Alumni

DEFINITIONS-
Annual Leave: Paid time off work granted by program directors to residents to be used for whatever the resident wishes. Annual leave must be taken in half-day or full-day increments.

Sick (Medical) Leave: Paid time off work granted by program directors to residents to be used when the resident is unable to attend to program responsibilities due to personal illness or health care appointments, or during periods of bereavement. Sick leave must be taken in half-day or full-day increments.

Professional Leave: Paid time off work granted by program directors to residents to allow the resident to attend professional meetings. Professional leave must be taken in half-day or full-day increments.

Educational Leave: Paid time off work granted by program directors to residents to allow the resident to participate in board preparation courses, off-campus mock-board experiences, and to take specialty board examinations. Educational leave must be taken in half-day or full-day increments.

Maximum Resident Leave Time per Year:

<table>
<thead>
<tr>
<th>Annual Leave</th>
<th>Sick Leave</th>
<th>Professional Leave</th>
<th>Educational Leave</th>
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<tbody>
<tr>
<td>Up to 12 days</td>
<td>Up to 12 days</td>
<td>Up to 10 days</td>
<td>Up to 5 days</td>
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PROCESS & PROCEDURES

Reporting Leave Time:
- Residents must report their leave time utilization when they report their daily “Duty Hours.”
- Residents should report their daily duty hours at the end of each week using the One45 duty hour application.
- Monthly duty hours must be reported no later than the 5th of the following month.
- Residents who have not completed their monthly duty hours submission by the 5th of the month will be given one warning and 48 hours to complete their duty hours.
- Residents who do not submit their duty hours within this 48-hour period will forfeit one day of annual (or professional/educational) leave.
- It is the responsibility of Program Directors to monitor residents’ duty hour and leave time reports for accuracy.
- It is the responsibility of the Office of Advanced Education to prepare and distribute the duty hours report to the program directors which will highlight any resident's failure to comply with this policy.

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.*
- 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.
- With the approval of the program director, residents may request annual leave throughout the year. Prior accrual of leave time is not required.
- 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.
- Travel time on scheduled work days is counted as part of the annual leave.
- It is acceptable for programs to close clinics to accommodate residents’ annual leave during these time periods:
  - Week of Masters' Week/Spring Break (counts as 5 days AL)
  - Week of the Christmas Holiday (counts as 3 days AL + 2 Holidays)
  - Day of Goldstein Lecture (not required to take leave to attend; counts as AL if do not attend.)
  - Residents must take annual leave when their programs close clinics except for residents who are on-call during this time providing emergency coverage.
    - Programs must provide emergency coverage (resident/faculty) for their clinic at all times when the clinic is closed.
• Approval to close resident clinics must be provided by the department chair and the Associate Dean of Advanced Education.
• Annual leave not taken by the end of the year (June 30) does not roll over to the subsequent year and will be forfeited.
• 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.

Sick Leave:
• Sick leave is 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 program director 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.
• Five days of unused 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 sick leave, time taken will be accounted for in the following sequence:
  o Sick leave with applicable stipend and benefits until exhausted, then
  o Annual leave with applicable stipend and benefits until exhausted, then
  o Leave without pay (LWOP) or benefits. (Advanced Education Office MUST be notified.)
  o The Advanced Education Office MUST be notified in writing of medical leave, FMLA or LWOP two weeks prior to the resident’s leave period.
  o 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://www.augusta.edu/hr/university/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 10 days/year.*

- Ten 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 participation in Augusta University/Dental College of Georgia-sponsored educational programs or continuing education courses that are approved by the program director are considered part of the resident’s educational program. Therefore, residents are not required to take professional leave to attend these courses.
- Resident attendance at professional meetings MUST not require closing of clinics.
  - One-year training programs (GPR/AEGD are not held to this requirement).
- Travel time on scheduled work days is counted as part of the professional leave.
- Professional leave exceeding 10 days will be counted as annual (or educational) 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.

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

- Educational leave of a maximum of five days per academic year (July 1 through June 30) may be granted.
- Resident participation in board preparation courses, off-campus mock board experiences, taking specialty board exams and special educational programs are a valuable part of the advanced education program and is consistent with CODA educational standards.
- Resident participation in Augusta University/Dental College of Georgia-sponsored educational programs or continuing education courses approved by the program director are considered part of the resident’s educational program. Therefore, residents are not required to take educational leave to attend these courses.
- Resident participation in board exams and special educational programs must not require closing of clinics.
  - One-year training programs (GPR/AEGD are not held to this requirement).
- Travel time on scheduled work days is counted as part of the educational leave.
- Educational leave exceeding 5 days will be counted as annual leave.
• Educational leave not taken by the end of the year (June 30) does not roll over to the following year.
• No compensation will be received for unused educational leave at the end of the academic year or at the end of the training program.

Policy Review Cycle: This policy will be reviewed every 3 years to confirm compliance with DCG Policy and USG/AU guidelines.

REFERENCES & SUPPORTING DOCUMENTS

• Family and Medical Leave Request Form
  http://www.augusta.edu/hr/university/university_benefits/fmlaforms.php

RELATED POLICIES

• AU Policy No. 641: Family Medical Leave Act
  https://augusta.policytech.com/dotNet/documents/?docid=5659&public=true

APPROVED BY:

Advanced Education Committee Date: 2/16/2017
Dean, The Dental College of Georgia Date: 2/20/2017