

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 including Educational Support Leave for House Staff (interns, residents, fellows) in GME Training Programs at Augusta University

2.0 Procedure

The following procedures will be followed to grant House Staff leave from campus for educational purposes.

- 2.1 GME education/training requires the experience of clinical work, formal instruction, reading, and discussion with other physicians, researchers, and staff to master the body of knowledge relevant to each specialty and to facilitate the life-long learning required to practice as a competent, autonomous physician.
- 2.2 Generally, the House Staff's primary duties will be in the hospital and clinics. However, as House Staff progress in their programs, increasing opportunities may be provided for them to interact with clinicians, educators, and researchers at Institutions outside of Augusta University.
- 2.3 Educational leave is provided so House Staff may fulfill training program requirements and/or enhance their knowledge and skill in their specialties. The granting of educational leave requires departmental approval from the Program Director.
- 2.4 House Staff may be allowed educational leave to include Educational Support Leave, generally 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 if prior approval by the Department Chairperson is obtained. Leave time at the VA must be pre-approved and should not jeopardize the program's ability to deploy at 100% of committed.

3.0 Educational Support Leave

As described in the BOR Policy, 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 year for the purpose of promoting education in the State of Georgia. Only activities directly related to student achievement and academic support will qualify for Educational Support Leave.

Activities that promote education in Georgia may include but are not limited to:

- Attending Parent/Teacher Conferences
- Participating in classroom activities, such as reading to a class or presenting on career day
- Tutoring students without receiving compensation
- Proctoring examinations
- Attending award and recognition ceremonies for graduation exercise
- Attending open house functions

3.1 Educational Support leave is not charged against any other leave.

3.2 Educational Support Leave does not accumulate or rollover and is not paid-out upon change of employment status.

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- 3.3 The House Staff must obtain approval for Educational Support Leave from the Program Director, who should weigh the clinical, educational, and research needs of their department and the individual to ensure that the leave will not prevent the House Staff from meeting program requirements.
- 4.0 Programs will be responsible for monitoring the use of Educational Support Leave and other educational leave for House Staff.



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05/08/22
Date



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