

Augusta University  
House Staff Policies and Procedures

Policy  
HS 4.0 House Officer Leave

Source  
Graduate Medical Education Office

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1.0 Purpose

To describe the procedures governing annual, medical, and parental leave for House Officers at Augusta University

2.0 Procedure

- 2.1 Twenty one (21) calendar days, consisting of 15 weekdays and 6 weekend days, of annual leave are granted to House Officers according to their contract dates each year. Annual leave must be taken in (7) day blocks unless otherwise approved by the Department Chairperson and/or Program Director. Vacation days must be taken within the contract period, and no compensation will be received for unused days, nor may unused annual leave days be carried over to the next fiscal year. The VA must pre-approve annual/educational leave prior to the leave being taken during VA duty periods.
- 2.2 Fourteen (14) calendar days of paid medical leave are granted to House Officers according to their contract dates each year. House Officers may receive a maximum of 21 calendar days of paid medical leave per academic year by carrying over up to 7 days of unused medical leave from the previous year.
- 2.3 With the exception of parental leave (detailed in Item 2.6), time taken as leave for approved medical reasons will be accounted for in the following sequence:
  - 2.3.1 Medical leave with full stipends and all benefits until exhausted, then
  - 2.3.2 Annual leave until exhausted, then
  - 2.3.3 Leave of Absence without stipend or benefits (LWOP).
- 2.4 Planned medical leave of longer than 3 days must be requested in writing from the Department Chairperson and Program Director by the House Officer. A written statement from the House Officer's physician stating the reason and expected length of leave must be provided. The Department is responsible for informing the Graduate Medical Education Office in writing at least two weeks prior to the planned absence if (1) the House Officer will be on leave two weeks or longer, and/or (2) 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 Officer's physician must be on file in the Graduate Medical Education Office. Parental leave is not included in this provision and is reviewed in section (2.6). Leave does not obviate any GME program or specialty board requirements and may necessitate extension of the House Officer's training period.
- 2.5 Premiums for insurance coverage provided as a benefit while on full pay status become the responsibility of the House Officer when on LWOP.
- 2.6 Parental leave is mandated by the University System of Georgia (USG) pursuant to GA statute "HB 146" ([Georgia General Assembly - HB 146 \(ga.gov\)](https://legis.ga.gov/legis/70th/201701/bills/senate/sb146.htm)) as of July 1, 2021 for any House Officer with 6 months of employment and service to the University accruing to 700 hours. Parental leave will be separately accounted and will not diminish available annual or medical leave as detailed in items 2.1, 2.2, and 2.3. Further provisions are outlined below:
  - 2.6.1 Qualifying events for parental leave include:
    - 2.6.1.1 Birth of a child to an eligible House Officer
    - 2.6.1.2 Placement of a minor child for adoption with an eligible House Officer
    - 2.6.1.3 Placement of a minor child for foster care with an eligible House Officer
  - 2.6.2 Eligible House Officers must provide the Department Chairperson with a Paid Parental Leave Request ([https://www.augusta.edu/hr/university/university\\_benefits/documents/parental\\_leave\\_request.pdf](https://www.augusta.edu/hr/university/university_benefits/documents/parental_leave_request.pdf)) at least 30 days prior to the proposed initial leave date (or if the leave is not foreseeable, as soon as possible).
  - 2.6.3 Parental leave must occur within 12 months of the qualifying event and cannot exceed 120 hours during any rolling 12-month period, regardless of how many qualifying events occur during that period.

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7/05

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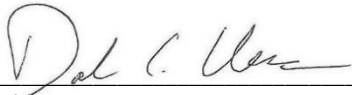
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- 2.6.3.1 Parental leave may be intermittent and need not be continuous for a 120-hour period.
- 2.6.3.2 If the house officer qualifies for FMLA, 120 hours of paid parental leave are to be taken concurrently with FMLA leave.
- 2.6.3.3 Eligibility for paid parental leave under this provision does not guarantee eligibility for FMLA benefits.
- 2.6.3.4 Paid parental leave for qualifying House Officers does not impact an Officer's spouse or companion who may also qualify under this provision as a USG employee.
- 2.6.3.5 Unused parental leave has no cash value, is not transferrable, and may not be carried over for future use.

2.6.4 Parental leave may count towards leave maximums allowed by ACGME specialty program requirements for graduation or specialty board requirements for board eligibility/certification. House Officers, in conjunction with their Program Director and Program Coordinator, are responsible for ensuring that all leave taken is compliant with these requirements.

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

10/13/21  
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Date

  
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Natasha M. Savage, M.D.  
Interim Associate Dean, Graduate Medical Education and  
DIO

10/13/21  
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Date

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