Leaves of Absence Policy (Effects on Completion of Residency Program)
Pediatric Residency Training Program
University of North Carolina at Chapel Hill

The ACGME Program Requirements for Graduate Medical Education in Pediatrics stipulate that pediatric training must be 36 months in length. Included in these 36 months are all required rotations and paid time off (PTO). The Pediatrics Residency Training Program at UNC Hospitals allows 9 weeks of PTO throughout training (3 weeks per year). Should a resident require additional time off, a Leave of Absence can be requested. If the Leave of Absence is greater than 3 weeks, training will be extended.

The Institutional Policy on Leaves of Absence is included on the next page.
POLICY AND PROCEDURE
UNIVERSITY OF NORTH CAROLINA HOSPITALS
GRADUATE MEDICAL EDUCATION INSTITUTIONAL
POLICY ON LEAVES OF ABSENCE
(EFFECTS ON COMPLETION OF RESIDENCY PROGRAM)

The ACGME requires that the sponsoring institution provide written institutional policies on residents’ vacation and other leaves of absence (with or without pay) to include parental and sick leave and that these policies comply with applicable laws.

The Graduate Medical Education Committee has approved the Graduate Medical Education Policy on Paid Time Off and the Graduate Medical Education Policy on Resident and Subspecialty Resident Family Medical Leave. These policies are distributed annually to residents during the appointment/reappointment process.

Each program must provide its residents with the following:

1. A written policy in compliance with its Program Requirements concerning the effect of leaves of absence, for any reason, on satisfying the criteria for completion of the residency program, and

2. Information relating to access to eligibility for certification by the relevant certifying board.

When a resident requests leave under the Graduate Medical Education Policy on Resident and Subspecialty Family Medical Leave, the UNC Hospitals Family Medical Leave Request Form must be completed and signed by the resident, the program director, and the OGME designee and must include the Certification of Health Care Provider.

When the resident requests a leave of absence for reasons not covered by the Graduate Medical Education Policy on Resident and Subspecialty Family Medical Leave, the terms of the leave of absence – including the effect of the leave of absence on satisfying the criteria for completion of the residency program and eligibility for certification by the relevant certifying board – must be put in writing and signed by the program director and the resident. A copy of this agreement must be sent to the Office of Graduate Medical Education.