



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

DEPARTMENT of SURGERY
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POLICY AND PROCEDURE

THE DEPARTMENT OF SURGERY AT THE UNIVERSITY OF NORTH CAROLINA HOSPITALS POLICY AND PROCEDURE ON LEAVES OF ABSENCE

The Department of Surgery will follow the UNC Hospitals and federally mandated policies on vacation, sick time, maternity, and paternity, medical and other leaves of absence.

When a resident requests family or medical leave, the *UNC Hospitals Family and Medical Leave Action Request Form* must be completed and signed by the resident, the program director, and the department chair. This form must be taken to the UNC Hospitals Office of Graduate Medical Education prior to the start of the leave. When the resident requests a leave of absence for reasons not covered by the Institutional Family and Medical Policy, the terms of the leave of absence must be put in writing and signed by the program director and the resident, and approved by the Chair.

The requirements for making up time taken on leave are in compliance with the American Board of Surgery requirements for time in actual training. The ABS requires 48 weeks of full time surgical experience each of the five clinical years. The ABS will accept 46 weeks of full time surgical experience, one year in the first three years and one year in the last two years of training. This is summarized in the Booklet of Information published by the American Board of Surgery and is available online at <http://home.absurgery.org>. If a resident takes more leave than the four to six weeks per year described above, that time will need to be made up before credit for that year of training can be given, according to a plan approved by the Program Director and Chair.