

---

## **POLICY AND PROCEDURE**

### **UNIVERSITY OF NORTH CAROLINA HOSPITALS GRADUATE MEDICAL EDUCATION INSTITUTIONAL POLICY ON LEAVES OF ABSENCE**

---

UNC Hospitals is the sponsoring institution for ACGME-accredited residency training programs. 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 Vacation and Sick Leave and the Graduate Medical Education Policy on Resident and Subspecialty Resident Serious Illness, Major Disability, and Parental 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 Resident Serious Illness, Major Disability, and Parental Leave, the UNC Hospitals Serious Illness, Major Disability, and Parental 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 Resident Serious Illness, Major Disability, and Parental 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.

Originating Unit: Graduate Medical Education Committee  
Approved: January 16, 2002  
Medical Staff Approval: February 4, 2002  
GMEC Revised and Approved: February 20, 2008