

**UNC Hospitals
Graduate Medical Education
Policy and Procedure For
Maternity & Paternity Leave
Effective July 1, 2004**

The *UNC Hospitals Graduate Medical Education Policy and Procedure for Maternity & Paternity Leave Policy* works in conjunction with the *UNC Hospitals Graduate Medical Education Policy for Family and Medical Leave*. **This policy is effective July 1, 2004 and applies to all duly appointed Housestaff, including specialty and subspecialty residents.**

Issues of academic credit and the need for make-up time to meet academic and educational requirements are to be made at the program level ensuring compliance with the specific program requirements. Make-up time must be performed on a current basis. The resident will not be reappointed to the next level of training until the program requirements and make-up time have been met.

I. Maternity Leave

Maternity Leaves of Absence will begin when the resident's condition precludes her from performing her duties associated with the training program as confirmed by the resident's physician. Residents will be granted 6 weeks maternity leave that includes all leave the resident is entitled to, consistent with the *UNC Hospitals Graduate Medical Education Policy on Vacation and Sick Leave*. Any period of the 6 weeks for which there is no available leave will be without pay. If a resident has exhausted all vacation leave prior to the period of maternity leave, then maternity leave must be taken without pay.

The resident may elect to return to work in less than 6 weeks with written approval by the resident's physician.

The resident shall give notice to her residency program director for leave requested under this policy. She must explain the reasons for the needed leave for the Hospitals to determine that the leave qualifies under the *UNC Hospitals Graduate Medical Education Policy and Procedure for Maternity & Paternity Leave*.

The resident shall give her department no less than 30 days notice in writing of the intent to take leave, subject to the actual date of the birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the resident shall provide as much notice as is practicable. The resident must provide a completed *UNC Hospitals Family Medical Leave Request Form* at the time the request is made.

The program and resident will be responsible for providing schedules documenting the amount of leave exhausted and available at the time the Maternity Leave is used to determine pay status.

II. Paternity Leave

Paternity Leaves of Absence may begin when the resident's spouse gives birth or within a 12-month period following the birth. Residents will be granted 6 weeks paternity leave that includes all leave the resident is entitled to, consistent with the *UNC Hospitals Graduate Medical Education Policy on Vacation and Sick Leave*. Any period of the 6 weeks for which there is no available leave will be without pay. If a resident has exhausted all vacation leave prior to the period of paternity leave, then paternity leave must be taken without pay.

The resident shall give notice to his residency program director for leave requested under this policy. He must document the reasons for the needed leave for the Hospitals to determine that the leave qualifies under the *UNC Hospitals Graduate Medical Education Policy and Procedure for Maternity & Paternity Leave*.

The resident shall give his or her department no less than 30 days notice in writing of the intent to take leave, subject to the actual date of the birth or adoption. If the date of the birth or adoption requires leave to begin in less than 30 days, the resident shall provide as much notice as is practicable. The resident must provide a completed *UNC Hospitals Family Medical Leave Request Form* at the time the request is made.

The program and resident will be responsible for providing schedules documenting the amount of leave exhausted and available at the time the Paternity Leave is used to determine pay status.

III. Adoption

Residents shall be allowed to use this policy for the adoption of a child. If a resident has exhausted all vacation leave prior to the period of maternity/paternity leave, then the maternity/paternity leave must be taken without pay.

The resident shall give notice to his or her residency program director for leave requested under this policy. He or she must document the reasons for the needed leave for the Hospitals to determine that the leave qualifies under the *UNC Hospitals Graduate Medical Education Policy and Procedure for Maternity & Paternity Leave*.

The resident shall give his or her department no less than 30 days notice in writing of the intent to take leave, subject to the actual date of the adoption. If the date of the adoption requires leave to begin in less than 30 days, the resident shall provide as much notice as is practicable. The resident must provide a completed *UNC Hospitals Family Medical Leave Request Form* at the time the request is made.

The program and resident will be responsible for providing schedules documenting the amount of leave exhausted and available at the time the Maternity or Paternity Leave is used to determine pay status.

IV. Schedule Accommodations/Academic Credit/Make-Up Time

When additional schedule accommodations are necessary, such as part-time work, modifications of rotations, etc, the Program Director must refer to the *UNC Hospitals Graduate Medical Education Policy for Family and Medical Leave*.

Issues of academic credit and the need for make-up time to meet academic and educational requirements following maternity/paternity/adoption leave are to be made at the program level ensuring compliance with the specific program requirements. Make-up time must be performed on a current basis. The resident will not be reappointed to the next level of training until the program requirements and make-up time have been met.

V. All residents must be given this policy at the beginning of each academic year.

GMEC Reviewed and Approved: 3/17/04