

Summary of leave

Type	Time	Carry Over	Advance Notice
CME	3 days PGY1 5 days PGY2 5 days PGY3	No	90 days
Vacation	17 days	No	90 days
Sick	12 days	Yes	n/a
Parental/Family Leave*	12 weeks allowed	No	ASAP notification to PD
Practice Search	3 days PGY3	n/a	90 days

*see ABFM policy

All leave requires approval, forms need to be completed in their entirety and submitted to the Program Administrative Assistant.

AMERICAN BOARD OF FAMILY MEDICINE FAMILY LEAVE POLICY

Effective July 1, 2020, the ABFM has instituted a new Family Leave Policy. This is meant to support residents during their training in the following circumstances:

- Birth and care of a newborn, adopted, or foster child
- Care of a family member with a serious health condition
- A resident's own serious health condition

The policy's basics are as follows:

1. 12 weeks total leave allowed per training year, including vacation time
2. Maximum of 20 weeks of leave over the duration of residency, including vacation time
3. Extension of residency will be required for leaves exceeding the maximum 12/20 weeks, as above

4. Residents are required to maintain a minimum of **40 weeks of clinic continuity** per training year
5. A minimum of **1525 continuity clinic visits** must be achieved by the end of residency and 1000 continuity clinic hours
6. The Program Director has discretion to determine when program requirements are met for PGY advancement and/or graduation.

EXTENSION OF RESIDENCY

Occasionally due to leaves or other circumstances a resident will need to extend residency beyond the anticipated graduation date. The process for extension is individualized and the extended resident is expected to work closely with the Program Coordinator, Scheduler, and Program Director. In general, the same expectations during residency apply during extended residency time period.

VACATION AND LEAVE REQUESTS

Goal: Provide a mechanism to schedule Resident/Fellow vacation and leave requests in a consistent manner that allows flexibility in scheduling while also ensuring sufficient staffing of clinical services.

Process:

A Resident/Fellow requesting leave will complete a leave request form, which can be found in the Program Coordinator's office. If the Resident/Fellow is on a rotation that includes a specialty clinic that needs to be covered, they will need to find coverage in addition to have a covering provider for patient care and their OB continuity patients. The Resident/Fellow requesting leave is responsible for tracking the paperwork throughout the process.

The Resident/Fellow will have the covering provider sign the form, acknowledging their willingness to accept responsibility for covering their Epic in-basket, signing documents, and returning messages.

The Resident/Fellow taking leave will then submit the form to the Program Administrative Assistant for review.

- The request will be reviewed to make sure that there are sufficient providers to cover clinical obligations. If approved, New Innovations will be updated to reflect the leave. Copies will be provided to the requesting Resident/Fellow and Program Coordinator.
- The Program Administrative Assistant will track and report this to payroll.

Timing:

It is expected that each step should take up to three business days. There are times that it may take longer, at which point the resident requesting leave should feel free to check on the cause of the delay.