

WORKING HOURS, VACATION, LEAVE

(Note: an “*” indicates a policy of the UAB Graduate Medical Education office)

Working Hours

The resident is expected to adhere to the weekly schedule outlined in the block diagram provided in section III, which describes an 8 to 10 hour work day (~8:00 AM to 5:00 PM), five days each week. There is no in-house call. The on-call resident will be free of on-call responsibilities 1 in 7 days averaged over each 4 week block.

Vacation*

The UAB GME allows three (3) weeks paid vacation over the course of each working year (defined in terms of 52 weeks). Vacation unused at the end of a year may not be carried forward to the next year. Vacation unused at the time of completion of the program (or termination) is not reimbursable.

Scheduling vacation: Vacation time may be taken in 1 week blocks at any time throughout the year; vacation blocks of 2 or 3 weeks require permission of the program director. If vacation is taken during a Consult Service month (see below) coverage by another resident must be arranged. The dates must be scheduled at least 2 months in advance, and should be approved by the program director.

Sick Leave*

Salary deductions generally are not made for time lost due to illness or injury if such time does not exceed three work weeks.

Family and Medical Leave*

A copy of the detailed policy will be provided to the resident by the Hospital's Graduate Medical Education Department or UAB Human Resources Management

Family-Related Leave of Absence: A maximum of 12 work weeks leave in a twelve month period is available for the following reasons: 1) birth of a resident's child or to care for the baby (entitlement to leave of absence under this policy expires twelve months from the child's date of birth) 2) adoption of a child by the resident or placement of a child with the resident for foster care (entitlement to leave of absence under this policy expires twelve months from the child's date of birth) and 3) care of a child, spouse, or parent having a serious health condition (children 18 years or older are not included unless they are incapable of self-care because of mental or physical disabilities).

Medical Leave of Absence for Health Condition of the Resident: A maximum of 16 work weeks medical leave in a 12 month period is available to any resident with a serious health condition that renders him or her unable to work.

A family-related or medical leave of absence will be approved only for the length of time certified in writing by the person's health care provider, and the twelve month period in which leave may be taken will begin on the first day approved family-related or medical leave is taken. Any available vacation or sick leave must be taken at the beginning of the leave of absence before entering a non-paid status. Use of available sick leave is limited to eligible medical conditions of the resident. Use of available vacation and/or sick leave will not extend the length of any leave beyond the maximum time allowed. A leave of absence must be approved in advance by the residency director. The resident must request a leave of absence at least 30 days in advance of beginning such leave, except in the case of an emergency, and submit a completed "Family and Medical Leave of Absence Request Form" (obtained at the office of

Graduate Medical Education). Any resident taking family and/or medical leave must be placed on leave of absence, and the appropriate personnel papers must be completed by the department and sent to the Graduate Medical Education Department for approval.

Educational Leave*

Educational Leave may be provided at the discretion of the residency director.

Military Leave*

Any physician applying for residency training who is, or anticipates becoming, an active or reserve member of the armed forces should clearly state such on his/her application. Prior to acceptance of an offer of residency training, the residency director will provide the applicant with a copy of the program's policy on leave and any limitations on leave imposed by the training requirements of the program. A maximum of 21 working days with pay per calendar year is provided to all employees who are ordered to military duty. These 21 working days per year include weekend drills as well as summer military training and any other type of military duty. Residents will be paid only for the time for which they would ordinarily be scheduled to work. In no case will residents be paid for a period in excess of the time for which they are ordered for military duty. A copy of the orders or other satisfactory documentation of attendance must be provided to the residency director and the Graduate Medical Education Department as soon as received.

Moonlighting

Residents must receive approval from the Program Director for each Moonlighting activity. the application form is

availablehttp://www.uab.edu/medicine/home/images/residents/Electronic_Version_PP_14-15.pdf.

The Department of Genetics medical genetics residency program follows the UAB GME policy for moonlighting. Details on the policies on Moonlighting can be found outlined in the section on "Policies and Procedures", https://www.uab.edu/medicine/home/images/residents/Electronic_Version_PP_14-15.pdf

