UAB School of Medicine
Huntsville Internal Medicine Residency Program

Leave Policy
effective 10/15/2015

As residents, you are considered “temporary” workers by UAB, and therefore do not receive any official leave benefits from UAB. Therefore, this Leave Policy is determined by the Huntsville Internal Medicine Residency Program. Any questions should be directed to the HIMRP Program Directors or Program Coordinators.

The exception to this is the federal law known as Family Medical Leave Act (FMLA), which provides unpaid leave for certain health and family life situations that require extended time off. For more information on the FMLA, please contact Human Resources in Birmingham at 205-934-6967.

**ALL LEAVE TIME DESCRIBED HEREIN MUST BE REQUESTED THROUGH MEDHUB.**

This policy applies to time off for vacation, sick leave, interview days, and other personal leave. There is an allotment of time for each category of leave as described below. These allotments may be flexible under extraordinary circumstances following a detailed discussion with the Program Director. However, under any circumstances, total paid leave in a 12 month period may not exceed 30 weekdays. Leave taken in excess of 30 weekdays (6 calendar weeks) in a given training year will be unpaid and require extension of that PG year by the same number of days. This would only occur under extraordinary circumstances of illness or personal crisis.

**Vacation Leave**

You are allowed up to 3 weeks of paid vacation per academic year. The three weeks of vacation permitted are defined as 15 weekdays. Weekend days do not count as vacation days.

  a. Vacation needs to be taken during a call free block.
  b. You must have 15 days on rotation to get credit for any given block. We discourage the use of more than one week of vacation in a single rotation block.
  c. You must request leave 60 days in advance (or more). Shorter notice requests will only be entertained if they do not impact the clinic schedule or are due to urgent or unexpected circumstances which the resident has explained to the program director’s satisfaction.
PG1 residents must take vacation in week-long blocks. PG2 and PG3 residents may request longer vacation periods as long as the above criteria are met. Unused vacation time does not “roll over” to the following year. In planning your vacation, remember that our rotations run from Wednesday noon to Wednesday noon.

No vacation will be granted during ward or MICU rotations. No more than one week of vacation can be taken during Ambulatory block.

You are not entitled to vacation at the end of the academic year simply because you have not used up all your vacation.

You should make your vacation requests in MedHub.
- Requests for vacation must be submitted by 11/1/2015 for the following time frame: January 2016 – June 2016.
- Requests for vacation must be submitted by 5/1/2015 for the following time frame: July 2016 – December 2016.

Specific vacation requests are not guaranteed. Changes to your vacation requests after the deadline may not be possible.

Sick Leave

There are a maximum of 10 weekdays per year allotted for paid sick days.

If you need to call in sick, and one of your fellow residents needs to cover for you, you will be required to make up the time for that resident.

If you need to call in sick, you must contact 3 individuals:

(1) Your preceptor.
(2) Dr. Fahey (faheyd@uab.edu) or Dr. Chahal (chahalk@uab.edu)
(3) The Program Coordinator’s office (Patricia Johnston, 256-551-4652 johnstomp@uab.edu) (Lisa Stewart 256-551-4611 stewartlm@uab.edu)

If calling in sick, do not just contact the residency office and assume they will spread the word to clinical sites. Their only role is to record the absence. If you are out sick more than 1 day, a doctor’s note is required.
Interviews / Site Visits related to Employment following Graduation

There are a maximum of 5 weekdays in the PG2 OR PG3 years allotted for interviewing / site visits to potential employers following graduation. These must be scheduled during non-call rotations. Leave requests for interviews must be entered into MedHub for approval ideally 4 weeks prior to the leave.

Maternity and Paternity Leave

Salary continuation during maternity leave is comprised of the allowable 2 weeks of illness leave plus 1 week personal leave plus 3 weeks of vacation. This available maximum of 6 weeks paid maternity leave time is reduced by any amount of sick / vacation / personal time already expended during the year. Residents requiring in excess of 6 weeks maternity leave should be placed on leave of absence without pay, and the appropriate personnel forms sent to the house staff office.

Paternity leave is recommended to be no longer than 2 weeks. The first week is sick leave. The resident may then opt to take a second week as vacation. Like maternity leave, the length of anticipated leave should be worked out early in the pregnancy to minimize coverage difficulties.

Frequently Asked Questions

Is there flexibility?
There is flexibility in the allotment of leave time for interviews and for other extraordinary circumstances provided the following steps are followed:

1) ALL LEAVE TIME IS REQUESTED THROUGH MEDHUB. (Including Interview dates)
2) A MEETING AND / OR A DETAILED DISCUSSION ABOUT YOUR LEAVE REQUEST OCCURS WITH THE PROGRAM DIRECTOR.

Under no circumstances, may total paid leave in a 12 month period exceed 30 weekdays. Leave taken in excess of 30 weekdays (6 calendar weeks) in a given training year will be unpaid and require extension of that PG year by the same number of days.

Do I need to report leave time if another resident covers and I pay them back?
If another resident covers a ward or ICU duty for you, those days are counted towards your accrued leave time and must be reported in MedHub, EVEN THOUGH YOU WILL PAY THE RESIDENT BACK IN THE FUTURE BY COVERING HIS/HER WARD OR ICU DUTY.
Can I call the “wildcard” resident to cover me?
The “wildcard resident” is only for last-minute emergency coverage for illness or other extraordinary circumstances. The Program Director and Program Administration must be notified as indicated for sick leave. The “wildcard” does not exist to provide coverage for other forms of non-emergent leave, such as for interview days.