

<b>The University of Alabama Hospital</b> Graduate Medical Education Policy and Procedure	GMEC Approved Date: May 5, 2026
	Next Review Date: Spring 2027

**GME Leave Policy**

**General Leave Guidelines**

- Leave requests must be approved by the program director following UAB and FMLA policies, considering specialty board restrictions and training requirements.
- Leave requests must meet ACGME requirements of providing residents/fellows a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absences for qualifying reasons that are consistent with applicable laws at least one time and at any time during an ACGME-accredited training program (including the day the resident/fellow is required to start the training program).
- During an approved paid leave of absence, health and disability insurance benefits for residents/fellows and eligible dependents will continue.
- Each program must provide written leave policies outlining the impact on residency/fellowship completion and impact on board certification requirements
  - Each board typically has a policy around the number of weeks allowed off in a year and the total number of weeks in the program to be eligible for board certification.
- Additional training may be required for extended leave beyond program length requirements.
- Prior approval is required for all leave except in emergencies.
- Leave requests must be submitted via MedHub for tracking and approval.

**Vacation Leave**

- Residents/Fellows are entitled to up to four (4) weeks of paid vacation per academic year.
  - A week is defined as 5 business days (Monday-Friday) and at least 1 weekend (Saturday-Sunday).
- Unused vacation cannot be carried over to the next year or reimbursed upon program completion, but may be taken as terminal leave at the program director’s discretion through June 30.

**Sick Leave**

- Residents/Fellows are entitled to up to three (3) weeks of paid sick leave per academic year.
  - A week is defined as 5 business days (Monday-Friday) and at least 1 weekend (Saturday-Sunday).
- Residents/Fellows may donate up to one (1) week of sick leave to another resident/fellow within the same program, with necessary approvals.
  - The **GME Sick Leave Donation Request Form** (available in MedHub) must be completed.

**Family and Medical Leave (FMLA)**

The detailed policy may be obtained by contacting Human Resources or visiting the website at [Leaves of Absence - Human Resources | UAB](#) . **For any type of leave detailed below, documentation must be submitted through UAB Human Resources and follow UAB Human Resources Leave processes and the resident/fellow must be placed on leave of absence status in the Oracle HR system.**

- Available to residents/fellows employed for at least 12 months with 1,250 worked hours.

- Maximum of 12 work weeks per 12-month period for qualifying medical or family reasons.
- Paid vacation and sick leave must be used before transitioning to unpaid leave.
- Requests should be made at least 30 days in advance (except in emergencies).
- **Paid Parental Leave:**
  - Eligibility: Must be employed at least six months prior to the birth or adoption of a child.
  - UAB/UAB Medicine will provide up to six work weeks during the first six months following birth or adoption.
  - Paid Parental Leave is a paid portion of FMLA which does not extend the number of work weeks available for use.
  - Time must be taken within the first six months following birth or adoption.
  - Intermittent Paid Parental Leave may be requested however, workload and scheduling must be reviewed and approved by the program director.
  - FMLA remains at 12 work weeks in duration and Paid Parental Leave counts toward the 12 work week FMLA entitlement if Paid Parental Leave is taken before being employed at UAB/UAB Medicine for 12 months.
- **Medical & Caregiver Leave**
  - An additional three (3) weeks GME sick leave is provided at least one time during the program if needed in order to comply with the ACGME requirement: residents/fellows must have a minimum of six weeks paid leave.
    - The additional three (3) weeks GME sick leave must be combined with sick or vacation time.
- **Paid Living Donor Leave:**
  - Up to 4 work weeks for organ donors.
  - Up to 1 work week for bone marrow donors.
  - Additional leave requires the use of benefit time.

### **Leave for Residents/Fellows Not Eligible for FMLA**

**For any type of leave detailed below, documentation must be submitted through [UAB Human Resources](#) and the resident/fellow must be placed on leave of absence status in the Oracle HR system**

- **Personal Medical Leave:** Up to 12 weeks for medical or family care reasons.
  - To receive paid time off during personal medical leave, GME sick and vacation time must be utilized. For Paid Parental Leave, see below.
- **First Year Residents/Fellows to UAB:**
  - Not eligible for FMLA until one year of continuous employment.
  - Receive six (6) weeks of paid leave through three (3) weeks of sick leave and an additional three (3) weeks of allocated sick time. Intermittent Leave may be requested, however, workload and scheduling must be reviewed and approved by the program director.
  - Four (4) weeks of vacation time may be used during leave or throughout the academic year.
- **Paid Parental Leave**
  - Eligibility: Must be employed at least six months prior to the birth or adoption of a child.
  - UAB/UAB Medicine will provide up to six work weeks during the first six months following birth or adoption.
  - Paid Parental Leave is a paid portion of FMLA which does not extend the number of work weeks available for use.

- Time must be taken within the first six months following birth or adoption.
- Intermittent Paid Parental Leave may be requested however, workload and scheduling must be reviewed and approved by the program director.
- FMLA remains at 12 work weeks in duration and Paid Parental Leave counts toward the 12-work week FMLA entitlement if Paid Parental Leave is taken before being employed at UAB/UAB Medicine for 12 months.

### **Additional Leave Types**

- **Educational Leave:** Provided at the program director's discretion. Review program specific Leave Policy.
- **Military Leave:**
  - Up to 21 paid working days per calendar year, including weekend drills and training.
  - Additional leave is unpaid or charged to vacation time.
  - Requires submission of military orders for approval.
  - Employees returning from military leave have 90 days post-discharge to reclaim their positions.
- **Military Caregiver Leave:** Up to 26 work weeks for caring for an injured service member.
- **Qualifying Exigency Leave:** Up to 12 work weeks for managing affairs of a service member on active duty.

### **Program Responsibilities**

- Programs must ensure coverage for patient care during absences without negative consequences for residents/fellows.
- Policies must include clear instructions for transitioning patient care and sick call protocols.
- Residents/Fellows must not be required to find coverage if calling in sick.

### **GMEC Oversight**

- The Graduate Medical Education Committee monitors ACGME-accredited programs' implementation of this policy at least annually.
- Residents/Fellows may contact the GME Office with questions and concerns regarding implementation of this policy.
- This policy is posted on the [GME website](#) for review by all programs and residents/fellows at any time.

### **Further Information**

- Appendix 10 – GME Resident/Fellow Parental Leave Information
- [UAB Time Off & Leaves of Absence Webpage](#)
- UAB GME has provided information on gap time between UAB GME accreditation training programs (UAB GME Appointments) – see [GME Recruitment, Selection, Eligibility, Appointment and Promotion Policy](#).