# THE GEORGE WASHINGTON UNIVERSITY

# SCHOOL OF MEDICINE AND HEALTH SCIENCES

# Department of Critical Care Medicine

**Policy:** Leave of Absence Policy

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**Last Revision:** July 2015

**PURPOSE:**

This policy is designed to outline the effect a leave of absence may have on the completion of fellowship training for the Critical Care Medicine Fellowship program and eligibility for certification by the American Board of Internal Medicine.

**POLICY:**

At the discretion of the department chair or fellowship program director, a leave of absence may be approved for personal situations. Leave of absence is always unpaid leave, and must be requested in writing. All accrued vacation leave must be exhausted prior to a request for a leave of absence, unless the absence falls within the provisions of the Family & Medical Leave Act (FMLA) or Temporary Disability Leave.

Eligibility for leave under the FMLA governs requests for periods of leave of absences for the birth or adoption of a child or the serious illness of a family member. Temporary Disability Leave provides leave for any physical or mental condition which is sufficiently incapacitating to require that the resident temporarily terminate participation in the fellowship training program.

**REQUIREMENTS:**

Leave of absence of any type must be requested as far in advance as possible. Program Directors are required to notify the GME Office when a fellow requests any type of leave of absence.

The American Board of Internal Medicine states: Up to one month per academic year is permitted for time away from training, which includes vacation, illness, parental or family leave, or pregnancy-related disabilities. Training must be extended to make up any absences exceeding one month per year of training. Vacation leave is essential and should not be forfeited or postponed in any year of training and cannot be used to reduce the total required training period. ABIM expects the program director to apply his/her local requirements within these guidelines to ensure trainees have completed the requisite period of training.

The program director will provide the fellow with a written statement detailing how much time their program will be extended. The program director will advise the fellow on how to contact the American Board of Internal Medicine for information on eligibility criteria. The fellow is required to sign an addendum to his/her fellowship agreement covering the make up time.

Fellows are responsible for submitting the required documentation to the University Office of Human Resource Services.