

UNIVERSITY OF MARYLAND MEDICAL CENTER GRADUATE MEDICAL EDUCATION POLICY AND PROCEDURE MANUAL	PAGE: 1 of 3	PROCEDURE NO: GMS - N
	EFFECTIVE DATE: 7/27/2017 REVISED: 9/19/2019	
SUBJECT: PAID AND OTHER LEAVE BENEFITS		
APPROVALS: 9/19/2019 Graduate Medical Education Committee:		

1. Purpose

Recognizing the need for residents and fellows employed by the University of Maryland Medical Center (UMMC) to have time off with pay in order to take care of personal business and to refresh themselves, the UMMC provides as part of its fringe benefit package, paid annual leave. In addition, the Medical Center provides for continued income in the event of temporary disability.

2. Scope

Paid leave benefits are provided to all residents and fellows employed by UMMC.

3. Responsibility

Policies governing the amount of paid leave benefits provided to residents and fellows are the responsibility of Senior Management. The Program Director is responsible for implementing these policies. More specifically, it is the responsibility of the Program Director to:

1. Approve or deny paid leave request in keeping with this policy.
2. Schedule residents and fellows so that they may take accrued time off without negatively affecting the efficient operation of the hospital.
3. Ensure that residents and fellows meet the minimum attendance requirements of the specialty's Residency Review Committee

4. Procedure

4.1 Eligibility

All residents and fellows employed by UMMC and scheduled to work 64 or more hours per bi-weekly pay period are eligible for paid leave benefits.

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4.2 Paid Vacation Leave

Residents and fellows receive 120 hours of vacation leave per contract year. Balances of unused paid vacation leave do not carry forward into the next contract year. Paid vacation leave must be used within the contract year that it is earned.

4.2.1 Scheduling of Vacation Leave

Use of accrued vacation leave must be approved by the Program Director.

4.2.2 Compensation for Vacation Leave

Resident/fellow vacation leave compensation is computed at the regular hourly rate of pay that is in effect at the beginning of the pay period.

4.2.3 Payment for Unused Vacation Leave at Termination

Unused accrued vacation leave will not be paid at termination.

4.3 Pay for Absences due to Illness or Injury

Residents and fellows accrue 15 days of sick leave annually. This sick leave does not carry over to the next year and unused sick leave will not be paid at termination. They are eligible for full salary continuation for the first 14 days of illness or injury using accrued sick leave and must contact Liberty Mutual at 1-844-208-1665 related to their illness or injury. Should an illness or injury continue beyond the 14th day, exempt residents and fellows are eligible for short-term and/or long term disability benefits in accordance with Attachment A .

A resident or fellow who cannot report to work because of a disabling illness or injury, must notify his/her Program Director, in accordance with departmental procedure, on each day that he/she is absent unless the Program Director instructs otherwise.

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The Medical Center requires a resident/fellow to be cleared by Employee Health Services in order to return to work after illness or injury or after a prolonged absence.

4.4 Family and Medical Leave

All accrued leave benefits as described in this policy are available to residents/fellows who are granted Family and Medical Leave (see Family and Medical Leave, HRM411) . Eligibility for the benefit remains unchanged by the Family and Medical Leave Act of 1993.

The type of paid leave traditionally referred to as “Maternity/Paternity Leave” is addressed in the UMMC Family and Medical Leave policy (see Family and Medical Leave, HRM411)

4.5 Exceptions for FMLA-related Absence, Accommodation of Disability, and Maryland Earned Sick and Safe Leave Act

University of Maryland Medical System is committed to complying with all federal and state laws that address leave from work and to providing reasonable accommodations for qualified individuals with disabilities. Absence or lateness that is the result of a qualifying reason under the Family and Medical Leave Act (FMLA), disability under the Americans with Disability Act (“ADA”), pregnancy-related disability, or Maryland Earned Sick and Safe Leave Act may qualify for an exemption from this policy. In most circumstances, a staff member is required to comply with his/her Department’s call-out policy, regardless of the reason for the absence.

If you believe that your absence or lateness is the result of a medical condition, disability, or pregnancy –related disability, you must inform your supervisor or Human Resources so that we can determine whether your absence or lateness should be excluded from consideration as an occurrence under this policy. If you believe that you have incurred an absence or lateness occurrence despite informing your supervisor or Human Resources of a qualifying medical condition, disability under the ADA, pregnancy-related disability, or Maryland Earned Sick and Safe Leave Act, please contact Human Resources or a member of the management team.