



David Geffen  
School of Medicine



## OVMC UCLA GME LEAVE POLICY

### PURPOSE

The purpose of this policy is to establish guidelines for leaves of absence in accordance with the collective bargaining agreement between UCLA and CIR-SEIU, federal law, state law, and institutional policies. Where there is a conflict, the collective bargaining agreement and/or the prevailing statute will take precedence.

### SCOPE

This policy applies to all Olive View Sponsored residency and fellowship programs in all clinical learning environments. Leave taken for any purpose may be required to be made up to ensure that the Trainee meets board requirements and should be discussed with the trainee's Program Director.

EXCLUDING PAID PARENTAL LEAVE, THE GME OFFICE MUST BE NOTIFIED PRIOR TO ANY EXTENDED LEAVES OF ABSENCE OF MORE THAN TWO (2) CONSECUTIVE WEEKS OR POTENTIAL EXTENSION OF TRAINING.

**The current Collective Bargaining Agreement supersedes any language in this policy.**

### POLICY

#### 1. Vacation Leave

- Residents are entitled to vacation as set forth in Article 35 of the collective bargaining agreement.
- Vacation shall be scheduled by mutual agreement, as set forth in Article 35 of the collective bargaining agreement and in compliance with each program's ACGME Program Requirements.

#### 2. Sick Leave

- Trainees are credited twelve (12) days of paid Sick Leave at the beginning of each academic year. Unused Sick Leave will carry over to the following year to a maximum of twenty-four (24) days, as set forth in Article 31 of the collective bargaining agreement.



## David Geffen School of Medicine



- GME must be notified of extended leaves including when FML paperwork initiated.
  - For any unscheduled absence, it is the Trainee's responsibility to notify the department as soon as is feasible and, if required by the department, shall provide documentation from a healthcare provider for illness lasting three or more consecutive days or an unusual absence pattern.
  - Up to five (5) days of Sick Leave may be used per academic year for funeral attendance/bereavement, as set forth in Article 31 of the collective bargaining agreement.
- Trainees are responsible to make up any training time as determined by accreditation or Board standards and at the discretion of the program director. Such additional training time shall be completed after the end of the academic year.

### 3. Personal Leave

- Personal Leave Without Pay may be granted, as set forth in Article 12 of the collective bargaining agreement.
- Trainees are responsible to make up any training time as determined by accreditation or Board standards and at the discretion of the program director. Such additional training time shall be completed after the end of the academic year.

### 4. Parental Leave

- Residents are entitled to at least eight (8) weeks of paid parental leave for each pregnancy, adoption, or foster placement event, in accordance with Article 20 of the collective bargaining agreement.
- If a Resident on an approved leave under Article 12 is also eligible for Family Medical Leave (FML), PDL and/or CFRA leave under Article 12 – Leaves of Absence, leave under this Article shall run concurrently with FML, PDL and/or CFRA leave.



## David Geffen School of Medicine



- Trainees are encouraged to provide written notice to the Program Director of their intention to take parental leave prior to the expected birth or adoption at least four (4) weeks in advance when possible. It is highly recommended that the Trainee give as much advance notice as possible to assist the training program in accommodating the leave request.
- Trainees are responsible to make up any training time as determined by accreditation or Board standards and at the discretion of the program director. Such additional training time shall be completed after the end of the academic year.

### 5. Family and Medical Leave

- Eligible trainees are entitled to up to twelve (12) work weeks of unpaid, job and benefit protected leave in a calendar year in accordance with Article 12 of the collective bargaining agreement.
- Although FMLA leave is unpaid, the Trainee is required to use accrued sick and vacation leave before taking a leave without pay.
- Questions regarding FMLA can be directed to the Program Coordinator or Human Resources.
- Trainees are responsible to make up any training time as determined by accreditation or Board standards and at the discretion of the program director. Such additional training time shall be completed after the end of the academic year.

### 6. Pregnancy Disability Leave

- A trainee disabled due to pregnancy or a related medical condition is eligible for Pregnancy Disability Leave (PDL) as set forth in Article 12 of the collective bargaining agreement.
- Trainees are responsible to make up any training time as determined by accreditation or Board standards and at the discretion of the program director.



## David Geffen School of Medicine



- Such additional training time shall be completed after the end of the academic year.
- GME must also be notified of any request for accommodation.

### 7. Medical Leave

- Medical leave up to a maximum of one (1) year, per program, after vacation and sick leave have been used, may be granted.
- Additional Medical or family leave may be granted at the discretion of the department chair after consultation with the program director and others.
- Return to work after a medical leave will require the following:  
Prior to returning to the residency, the Trainee must submit a written request to be reinstated. The letter of request to return to active appointment will include the return date and any limitations on activities or special needs. The letter should be sent to the department chair or program director. A letter of release to return to duties from the Trainee's attending, which includes any restrictions or accommodations, must accompany the Trainee's request to return.
- Written approval to return to appointment will be sent by the department chair/program director. It shall include:
  - the start date
  - any limitations or special accommodations
  - the reappointment PGY level
  - the need to make up time for credit
  - additional medical or program evaluation, and if so, time and evaluation process.
- A copy of the letter of approval to return to active appointment, extension of medical leave or termination from the program related to the medical leave will be sent to the GME office and Chair of the Department.
- **Moonlighting while on medical leave is not allowed and may be cause to terminate medical leave.**



## David Geffen School of Medicine



- Trainees are responsible to make up any training time as determined by accreditation or Board standards and at the discretion of the program director. Such additional training time shall be completed after the end of the academic year.

### 8. Jury Duty

- In accordance with Article 12 of the collective bargaining agreement, Trainees must notify the program director and program coordinator as soon as the jury summons is received. Trainees shall be given leave with pay for the actual time spent on jury service and in related travel.
- Trainees are responsible to make up any training time as determined by accreditation or Board standards and at the discretion of the program director. Such additional training Trainees are responsible to make up any training time as determined by accreditation or Board standards and at the discretion of the program director. Such additional training time shall be completed after the end of the academic year.

### 9. Administrative or Investigatory Leave

- Paid Administrative Leave may be used for situations that require that the Trainee be removed from the work site that are not investigatory in nature. The trainee should receive written notice of the leave. The GME Office should be notified of such leave.
- Paid Investigatory leave may be used to permit the University to review or investigate allegations of trainee wrongdoing which warrants removing the trainee from the work site, in accordance with UCLA GME Due Process policy and in consultation with the GME Office. The trainee should receive written notice of the leave.

### 10. Military Leave

- Military leave will be provided in accordance with Article 12 of the collective bargaining agreement.



## David Geffen School of Medicine



### 11. Administrative and Religious Holidays

- Holidays will be provided in accordance with Article 9 of the collective bargaining agreement.

### 12. Qualifying Time for Board Requirements & Make-up Time

- While this policy provides a summary of the types of leave a Trainee is entitled to take as an employee of UCLA, please note that it is the responsibility of the department, program, and Trainee to be in compliance with program requirements concerning the effect of leaves of absence on satisfying the criteria for completion of the training program and Certifying Board.
- If make-up time is required to meet the educational objectives or American Specialty Board requirements, salary and benefits remain in effect. The Trainee should discuss these issues with the Program Director prior to taking a leave of absence.

#### FORMS

N/A

#### REFERENCES

California Fair Employment and Housing Act - Government Code §§12900 - 12996  
Family and Medical Leave Act of 1993 – Public Law 103-3; 29 U.S.C sec. 2601; 29 CFR 825

#### REVISION HISTORY

Effective Date: 02/26/2023  
Reviewed Date: 06/05/2024  
Revised Date: 07/01/2024



David Geffen  
School of Medicine



APPROVAL

Graduate Medical Education Committee

Laxmi Suthar, MD, FACP  
Designated Institutional Official

Benjamin Waterman, MD  
Chief Medical Officer- Olive View- UCLA Medical Center