



David Geffen  
School of Medicine



## **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 UCLA accredited 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.

### **POLICY**

#### **I. Vacation Leave**

Residents are entitled to vacation as set forth in Article 35 of the collective bargaining agreement. [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4\\_2019-2022\\_35\\_vacation.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4_2019-2022_35_vacation.pdf)

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.

#### **II. 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, as set forth in Article 30 of the collective bargaining agreement.

[https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4\\_2019-2022\\_30\\_sick-leave.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4_2019-2022_30_sick-leave.pdf).

## UCLA GME LEAVE POLICY

1. 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.

2. Up to five (5) days of Sick Leave may be used per academic year for funeral attendance/bereavement, as set forth in Article 30 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.

### III. Personal Leave

Personal Leave may be granted for a period not to exceed six (6) consecutive months, as set forth in Article 15 of the collective bargaining agreement

[https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4\\_2019-2022\\_15\\_leaves-of-absence.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4_2019-2022_15_leaves-of-absence.pdf).

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.

### IV. Parental Leave

Parental Leave of twelve (12) weeks is provided to care for the Trainee's child for use within one year after birth, or placement for adoption or foster care, in accordance with Article 15 of the collective bargaining agreement. Residents are entitled to four (4) weeks of paid leave during the duration of the Parental leave period and may use accrued vacation to extend the paid portion of leave.

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.

## UCLA GME LEAVE POLICY

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

### V. 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 15 of the collective bargaining agreement. [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4\\_2019-2022\\_15\\_leaves-of-absence.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4_2019-2022_15_leaves-of-absence.pdf)

Although FMLA leave is unpaid, the Trainee is required to use accrued sick and vacation leave before taking a leave without pay.

Trainees and Program Directors are encouraged to contact the Program Coordinator or Human Resources with questions about FML.

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

### VI. 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 15 of the Resident Union Contract.

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

### VII. 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

## UCLA GME LEAVE POLICY

sent to the department chair/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 Offices of the Dean and Chief of Staff.

**Moonlighting while on medical leave is not allowed and may be cause to terminate medical leave.**

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

### VIII. Jury Duty

In accordance with Article 15 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 time shall be completed after the end of the academic year

### IX. 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

## UCLA GME LEAVE POLICY

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.

### X. Military Leave

Military leave will be provided in accordance with Article 15 of the collective bargaining agreement.

### XI. Administrative and Religious Holidays

Holidays will be provided in accordance with Article 11 of the collective bargaining agreement.

[https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4\\_2019-2022\\_11\\_holidays.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/m4/docs/m4_2019-2022_11_holidays.pdf).

### XII. 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**

## UCLA GME LEAVE POLICY

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

### **CONTACT**

Kate Perkins, MD, PhD  
Associate Dean for Graduate Medical Education, Designated  
Institutional Official UCLA David Geffen School of Medicine

Email: [gme@mednet.ucla.edu](mailto:gme@mednet.ucla.edu) Phone:  
(310) 206-5674

### **REVISION HISTORY**

Effective Date:

04/26/2021

Revised Date: (add approval dates for all policy updates)

### **APPROVAL**

Graduate Medical Education  
Committee UCLA David Geffen  
School of Medicine

Kate Perkins, MD, PhD  
Associate Dean for Graduate Medical Education, Designated  
Institutional Official UCLA David Geffen School of Medicine

Clarence Braddock, III, MD, MPH, MACP  
Chief Medical Education Officer of UCLA Health System, and  
Vice Dean for Education of UCLA David Geffen School of Medicine

Johnese Spisso, MPA  
President of UCLA Health  
System, CEO of UCLA  
Hospital System, and  
Associate Vice Chancellor of Health Science