Children's National

INSTITUTIONAL GRADUATE MEDICAL EDUCATION POLICY

SUBJECT: Graduate Medical Education Trainee Leave of Absence

DATE EFFECTIVE: April 22, 2005

POLICY: LOA

I. PURPOSE:

This policy is designed to outline the effect a leave of absence policy may have on the completion of residency or fellowship training and eligibility for certification by the relevant certifying board.

II. DEFINITIONS:

Trainee
Trainee refers to all interns, residents and fellows participating in an ACGME or Non- ACGME accredited training programs sponsored by CH.

Training Program
Training program or program refers to an ACGME or Non-ACGME accredited internship, residency or fellowship training program sponsored by CH.

III. POLICY:

Effective, July 1, 2022 all ACGME-accredited Sponsoring Institutions are required to offer trainees a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the trainee is required to report; provide trainees with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken; provide trainees with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence.

Children's National will ensure the continuation of health and disability insurance benefits for trainees and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence; be always available for review by trainees; and ensure each of its ACGME-accredited and

non-ACGME-accredited programs provide its trainees with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a trainee's eligibility to participate in examinations by the relevant certifying board(s).

Trainee Responsibility:

The trainee is responsible for the following:

1. Notifying the Program Director of the Leave of Absence Request.
2. Notifying GME of the Leave of Absence Request by submitting the request in the residency management system (MedHub) or via email to the GME Office.
3. Notifying Human Resources of the Leave of Absence and completing all required documentation to support the leave request.

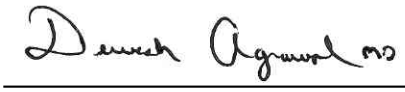
Program Director Responsibility:

The program director is responsible for the following:

1. Provide the trainee with the program specific LOA policy.
2. Notify the trainee in writing of the effects, if any, that the leave of absence will have on the ability of the trainee to satisfy the criteria for completion of the training program and for assuring that the trainee has access to the eligibility criteria for certification in the specialty/subspecialty program. If the trainee is required to make up training time, the specific dates of makeup should be noted in the written notification.
3. Notifying the GME Office in writing of the effects, if any, that the LOA will have on the trainee completion of the program.

IV. APPROVAL

Approved by:



DIO/Vice Chair, Medical Education

6/10/2026
Date

V. REVIEW OR REVISION DATE

Approved by the GMEC: April 22, 2005
Modified and Approved by the GMEC: September 19, 2007
Modified and Approved by the GMEC: January 20, 2017
Modified and Approved by the GMEC: September 9, 2020
Reviewed and Approved by the GMEC: October 13, 2021
Modified and Approved by the GMEC: June 15, 2022
Modified and Approved by GMEC: September 13, 2023
Reviewed and Approved by GMEC: May 8, 2024
Reviewed and Approved by GMEC: June 10, 2026