



## Department of Pathology

### LEAVE POLICY GUIDELINES RESIDENCY TRAINING PROGRAM

The resident vacation and leave of absence complies with the UMMC leave policy as well as the policies of the American Board of Pathology (ABP). These requirements are outlined below:

The ABP requires that one year of approved training credit toward ABP certification and requirements must be 52 weeks in duration and must include at least 48 weeks of full-time pathology training. Unused personal leave and other leave time may not be accumulated to reduce the overall duration of training.

As employees, residents and fellows earn 18 personal leave days per year and 11 medical leave days. Ideally, personal leave should be scheduled in 3 separate 5-day blocks with 3 extra days to be used for urgent issues. The first day of any medical leave is counted as 8 hours of personal leave. Any unused days of either personal or medical leave rolls over into subsequent employment years. Unused accrued personal leave hours (up to 30 days) are paid at the end of employment at UMMC. Official UMMC holidays are not included in the personal/medical leave days.

First year residents accrue but may not take personal leave during the first 90 days of employment. [This is flexible for the house officer employee status due to the nature of them having to take periodic leave—personal leave can be “advanced”.]

Residents who will be exiting the program (completion of training, transfer, etc.) are allowed a maximum of 11 personal leave days during their final rotation. This is to ensure completion of training requirements, submission and sign-off of monthly and summative evaluations, etc.

The following leave time may be used under the “W” category (education, off campus business, etc.), which is not counted as personal leave time.

- Six days of leave may be used for fellowship or job interviews. A copy of the letter inviting the resident for interview must be submitted to the Program Director prior to the leave. Only the interview day and appropriate travel time should be claimed.
- A resident may attend one pathology board review course of up to 5 working days during residency training.

Unpaid leave (leave of absence) can only be used in extenuating circumstances and must be discussed with and approved by the Pathology Department Chair and Program Director. The resident will be required to make up this leave time. Note: Make-up time after the end of standard residency training (after June 30) is not guaranteed.

If a resident is absent unexpectedly, they must notify the Chief Resident, who will be responsible for notifying the appropriate rotation faculty and the Education Administrator. If the Chief Resident cannot be reached, notify the Education Administrator (601-984-1879), and if she is not available, notify the main secretary (601-984-1530). They will then notify the appropriate staff.



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Leave is granted on a first-come, first-serve basis. Residents are encouraged to submit leave requests as early as possible. Do not make any travel arrangements until leave is approved. Residents should inform the rotation supervisor well in advance if leave is expected during the rotation.

Some rotations require coverage when a resident is absent. These include, but may not be limited to: surgical pathology, autopsy, cytopathology and hematopathology. Residents must check with the rotation faculty in advance of taking leave, regardless of the rotation.

As the total number of months offered for some rotations is limited, residents are strongly discouraged from taking more than a few days of personal leave on these rotations. Leave is also discouraged during the months of June and July. Request for leave should be submitted to the Chief Resident by April 15<sup>th</sup> of the preceding year. More than one week of personal leave taken at one time is discouraged. If this becomes necessary, then it is advised that the time be divided between two rotations.

Leave should not be taken in excess of 18 working days per year. The ABP requires an average of 48 weeks per year of full time pathology training over the course of the training program. Any training less than an average of 48 weeks must be made up by extension of residency.

Please refer to the UMMC employee handbook for further details on leave policies.

### Procedure for Applying for Leave (personal and administrative / educational):

1. The resident must apply for leave prior to the anticipated start of the leave by filling out the appropriate leave request form through MedHub.
2. If applicable, the resident must provide specific coverage for the service to which he is assigned before seeking approval from the rotation director. The name of the individual covering the service must be indicated on the leave application and must be signed by the covering individual.
3. The leave application must then be approved by:
  - Rotation supervisor (faculty)
  - Chief Resident
  - Resident who will provide service coverage in your absence (if applicable)
4. The completed form will be electronically sent to the Program Director for approval.
5. The request will then be submitted to the Education Administrator for documentation and time approval.

Leave requests that do not meet the above requirements may be denied.

The rotation director and/or the Residency Program Director may deny a request for leave when such a request, in his/her estimation, interferes either with the function of the service in question or with the resident's education. Likewise, the Chief Resident may deny a request for leave that would cause the program to be severely understaffed.

Effective: July 1, 2019