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|  | The Johns Hopkins School of Medicine | <i>Policy Number</i> | 111 |
| | GRADUATE MEDICAL EDUCATION COMMITTEE POLICY | <i>Effective Date</i> | 1/8/04 |
| | SICK LEAVE for RESIDENTS and FELLOWS | <i>Page</i> | 1 of 2 |
| | in ACGME ACCREDITED PROGRAMS | <i>Supersedes</i> | 10/00 |

I. POLICY:

It is the policy of The Johns Hopkins Hospital and University to provide a reasonable amount of paid sick leave to Residents who are unable to work because of their own illness or injury. This policy is administered in coordination with the requirements of the Family and Medical Leave Act.

II. SICK LEAVE

A. Reporting

All illnesses of Residents should be reported to the Training Program Director. Those illnesses which can be anticipated to last more than two weeks should be reported in writing to the Associate Dean for Postdoctoral Programs by the Training Program Director. Such illness requires evaluation by the attending physician.

B. Leave over two weeks

A Resident can be placed on sick leave in excess of two consecutive weeks only by the attending physician. Such leave also requires the approval of the Training Program Director.

C. Leave over six weeks

A sick leave request in excess of six consecutive weeks requires a special review by the Associate Dean for Postdoctoral Programs and the Director of the Training Program before an extension can occur. A letter stating the nature of the illness and the reason for the requested extension of sick leave must be provided by the attending physician.

D. Leave maximum

Leave of absence for medical reasons will be granted with pay for maximum of 13 weeks with the approval of the Program Director and the Associate Dean for Postdoctoral Programs. It may not exceed the termination date of the appointment. Such leave will be prorated appropriately for part-time Residents.

E. Disability Benefits


Residents who are totally disabled for an extended period of time are eligible for long-term disability benefits after 13 consecutive weeks of total disability.

III. DEPARTMENTAL DUTIES

A. Leave of absence

Each request for a leave of absence after 13 weeks of sick leave have been exhausted will be reviewed by the Training Program Director in consultation with the Associate Dean for Postdoctoral Programs and a decision made based upon the circumstances involved. The personnel needs of the department will be given primary consideration.

B. Record Keeping

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It is the responsibility of the Program Director to keep accurate records of training status so as to have adequate information for Board Certification. The Hospital and University Registrars should also be informed so that certificates may be accurately prepared.

C. Board requirements

The Director of the Training Program will determine whether or not the Resident will be required to spend additional time in training to compensate for the leave period and be eligible for certification for a full training year. That decision will be based upon the requirements of the individual specialty boards.

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| GMEC Approval Date | Chair, GMEC |