	The Johns Hopkins School of Medicine	Policy Number	112
	GRADUATE MEDICAL EDUCATION COMMITTEE POLICY	Effective Date	1/8/04
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Please note: The policies below are to run concurrently with the Family Medical Leave Policy

I. PARENTAL LEAVE

Up to one week of **PAID** leave will be granted following the birth or adoption of a child. Residents who plan to utilize parental leave are expected to notify their program director or department director as soon as they know they will need to use parental leave to facilitate appropriate scheduling. The period of time allocated for parental leave is in addition to allotted vacation and sick time.

II. MATERNITY LEAVE

A. Length of leave

Total of eight (8) weeks, typically taken two weeks prenatal and six weeks postpartum, maternity leave for uncomplicated pregnancy. *(Seven weeks will be allocated to sick leave and one week is paid parental leave.)*

B. Procedure for requesting leave

Early (1st trimester) written notification will be given to Training Program Director or designee

C. Procedure for alteration of leave due to an unanticipated event or complicated delivery

Complicated pregnancy or delivery will be handled through sick leave and disability policies

D. Continuation of salary and benefits during maternity leave

Salary and benefits will be provided and paid by usual source of salary.

E. Continuation of salary and benefits if additional months of training are necessary to complete program requirements.


If required by certifying board, an extended appointment period with salary and benefits will be granted provided trainee has not exceeded usual maternity leave and approved family medical leave and trainee has utilized all available vacation time.

F. Continuation of leave beyond eight weeks

If trainee wishes to extend maternity or parental leave for up to twelve weeks for family medical leave, this leave will be charged to vacation and then to leave without pay. Health benefits will be maintained under the same condition as if the trainee continued to work. If both parents are employed by the University, only the parent who is the primary caregiver will be eligible for the full twelve weeks of family and medical leave following the birth of a child.

III. ADOPTION LEAVE

Following the adoption of a child, a parent who is the primary care giver for the child will be given a six week leave with pay. (Five weeks are allocated to adoption leave

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and one week is parental leave.) If both parents are employed by the University, only the parent who is the primary caregiver will be given the six week paid leave. The other parent is eligible for one week of paid parental leave. Residents who plan to utilize adoption leave are expected to notify their program director or department director as soon as possible to facilitate scheduling. If a trainee wishes to extend adoption leave for up to twelve weeks for family medical leave, this leave will be charged to vacation and then to leave without pay. Health benefits will be maintained under the same condition as if the trainee continued to work. If both parents are employed by the University, only the parent who is the primary caregiver will be eligible for the full twelve weeks of family and medical leave following the adoption of a child.

GMEC Approval Date	Chair, GMEC