


Subject PAID AND OTHER LEAVE BENEFITS		Policy Number GME 032	Effective Date 5/28/24 Modified
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Policies Related to Professionalism, Human Resources, and Benefits: Paid and Other Leave Benefits, GME 32

1. Purpose

Recognizing the need for residents employed by the University of Maryland Medical Center (UMMC) Midtown Campus to have time off with pay to take care of personal business and to refresh themselves, the UMMC Midtown Campus provides as part of its fringe benefit package, paid annual leave. In addition, the UMMC Midtown provides for continued income in the event of temporary disability.

2. Scope

Paid leave benefits are provided to all residents employed by UMMC Midtown Campus.

3. Responsibility

Policies governing the amount of paid leave benefits provided to residents are the responsibility of Senior Management. The Program Director is responsible for implementing these policies. More specifically, it is the responsibility of the Program Director to:

1. Approve or deny paid leave request in keeping with this policy.
2. Schedule residents so that they may take accrued time off without negatively affecting the efficient operation of the hospital.
3. Ensure that residents meet the minimum attendance requirements of the specialty’s Residency Review Committee.

4. Procedure

4.1 Eligibility

All residents employed by UMMC Midtown Campus and scheduled to work 64 or more hours per biweekly pay period are eligible for paid leave benefits.

4.2 Paid Leave Benefits

4.2.1 Residents scheduled to work 64 or more hours per bi-weekly pay period are entitled to 120 hours (15 days) of vacation leave per contract year. Paid vacation leave must be used within the contract year that it is earned. Balances do not carry forward into the next contract year, and there is no pay-out for unused vacation leave upon successful completion of the program or if termination occurs. Use of accrued vacation leave must be approved by the Program Director. Resident vacation leave compensation is computed at the regular hourly rate of pay that is in effect at the beginning of the pay period.

4.2.2 Residents are eligible for a one-time paid leave for approved medical, parental, or caregiver leave(s) of absence. This benefit allows the resident to be paid 100% of their weekly base salary for up to six weeks. The resident must apply for a leave of absence through the institution's short-term disability carrier to receive this benefit. If leave continues beyond six weeks or the resident has more than one absence during their program, they are eligible to receive 60% of their weekly base salary, up to a maximum of \$2,500 per week after the 7-day elimination period. Benefits may continue for a maximum of 180 days. Beyond 180 days, the resident may be eligible for long term disability.

4.3 Pay for Absences due to Illness or Injury

Residents receive 15 days of sick leave annually. This sick leave does not carry over to the next year and unused sick leave will not be paid at termination of employment. They are eligible for full salary continuation for the first 14 days of illness or injury using accrued sick leave and must contact the institution's short term disability carrier at 1-844-208-1665 related to their illness or injury. Should an illness or injury continue beyond the 14th day, exempt residents are eligible for short-term and/or long-term disability benefits in accordance with Attachment A.

A resident who cannot report to work because of a disabling illness or injury, must notify their Program Director, in accordance with departmental procedure, on each day that they are absent unless the Program Director instructs otherwise.

UMMC Midtown Campus requires a resident/fellow to be cleared by Employee Health Services to return to work after illness or injury after a prolonged absence (>15 days).

4.4 Family and Medical Leave

All leave benefits as described in this policy are available to residents granted Family and Medical Leave (see Family and Medical Leave, HRM411). Eligibility for the benefit remains unchanged by the Family and Medical Leave Act of 1993.

The type of paid leave traditionally referred to as “Maternity/Paternity Leave” is addressed in the UMMC Family and Medical Leave policy (see Family and Medical Leave, HRM411).

4.5 Exceptions for FMLA-related Absence, Accommodation of Disability, and Maryland Earned Sick and Safe Leave Act

UMMC Midtown Campus is committed to complying with all federal and state laws that address leave from work and to providing reasonable accommodations for qualified individuals with disabilities. Absence or lateness that is the result of a qualifying reason under the Family and Medical Leave Act (FMLA), disability under the Americans with Disability Act (“ADA”), pregnancy-related disability, or Maryland Earned Sick and Safe Leave Act may qualify for an exemption from this policy. In most circumstances, a staff member is required to comply with their department’s call-out policy, regardless of the reason for the absence.

If you believe that your absence or lateness is the result of a medical condition, disability, or pregnancy–related disability, you must inform your supervisor or Human Resources who will determine whether your absence or lateness should be excluded from consideration as an occurrence under this policy. If you believe that you have incurred an absence or lateness occurrence despite informing your supervisor or Human Resources of a qualifying medical condition, disability under the ADA, pregnancy-related disability, or Maryland Earned Sick and Safe Leave Act, please contact Human Resources or a member of the management team.

4.6 Impact of Leave of Absence on Resident’s training

1. When a resident requests any type of leave of absence, the Program Director is required to inform the resident of the effects, if any, that the leave of absence will have on the ability of the resident to satisfy the criteria for completion of the residency program and for assuring that the resident has access to the eligibility criteria for certification in the specialty/subspecialty

