

## **EMERGENCY LEAVE POLICY**

Emergency leave with pay and benefits may be granted under certain circumstances that are beyond the resident's/fellow's control and that do not qualify for another leave reason. A resident/fellow must communicate with the Program Director or designee to request an emergency leave. The resident/fellow granted emergency leave is required to communicate with the Program Director or designee within 48 hours of the approved request to discuss his/her status in the program. If the resident/fellow does not communicate with the Program Director, the appointment letter/contract and employment with CAHC may be considered terminated.

Emergency leave should not be longer than 7 consecutive days. If additional time is needed, another leave status must be obtained.

A resident/fellow's time in the program may be extended to meet all requirements of the residency/fellowship program and board certification. Determining whether emergency leave will reduce sick time and vacation time and/or if an extension is needed will be at the discretion of the Program Director with consultation with the GME Office.

Revised 6/24

Reviewed 3/16, 5/17, 4/19, 3/21, 9/21, 2/23, 10/23