

## **OTHER NON-MEDICAL LEAVE POLICY**

### **Family Leaves Including Parental Leave**

Residents/Fellows who have been employed for 3 months or more and need to care for a family member with a serious health condition, bond with a newborn child or one that has joined the family through adoption or foster care, for exigent circumstances, or for family violence as defined under Connecticut law are eligible for CT Family and Medical Leave (CTFMLA) and those employed for 12 months or more are eligible for Federal Family and Medical Leave (FMLA). Both of these leaves are unpaid (see [CT Family and Medical Leaves of Absence \(CTFMLA\)](#), [Federal Family and Medical Leave \(FMLA\)](#) and [CT Paid Family and Medical Leaves of Absence \(CTPFML\) Policy](#)).

### **Paid Family Leave**

Residents/fellows are eligible for paid GME leave and CT Paid Family Medical Leave (CTFML) benefits administered by CAHC's private plan once eligibility requirements are met (see [GME One-Time Leave Policy](#), [CT Family and Medical Leaves of Absence \(CTFMLA\)](#), [Federal Family and Medical Leave \(FMLA\)](#) and [CT Paid Family and Medical Leaves of Absence \(CTPFML\) Policy](#)).

Family leave eligibility requires leave paperwork verifying the need for leave and its beginning and expected end dates. Residents/fellows are required to use their available vacation time for both GME and CTPFML prior to receiving any paid leave benefits under CAHC's private plan (while reserving two weeks of vacation time for future use if available at the time of the leave). Four weeks of vacation time is available to residents/fellows on the first day of employment.

### **GME Leave**

GME leave time is available on the first day of employment. Residents/fellows who require time off for family leave as defined under Connecticut law are eligible for GME leave benefits for up to 6 weeks of pay at 100% of salary once during residency. If additional medical leave time is required after GME leave is exhausted but before eligibility criteria are met for CTPFML, leave will be unpaid (see [GME One-Time Leave Bank Policy](#)).

### **CTPMFL Leave**

CTPMFL leave time is available after 3 months of employment in most cases. Residents/fellows who require time off for family leaves as defined under Connecticut law are eligible for CTPMFL paid benefits after meeting eligibility requirements. For family leaves, CAHC's private plan pays at the State's benefit rate, which is 60 times the minimum wage rate for the remaining period of absence (not to exceed 12 weeks or 84 days in a twelve-month period). A resident/fellow may elect to use reserved vacation time to supplement the State's rate cap and receive additional pay if a request is submitted to CAHC in writing. Leaves in most cases, that extend past 12 weeks will be unpaid and will be classified as "Other Leave" (see [CT Family and Medical Leave of Absence \(CTFMLA\)](#), [Federal Family and Medical Leave \(FMLA\)](#) and [CT Paid Family and Medical Leaves of Absence \(CTPFML Policy\)](#)).

**To the extent applicable, any family/parental leave, GME leave, CT Family and Medical Leave, Federal Family and Medical Leave, and CT Paid Leave will run concurrently.**

## Residents/Fellows Policies and Procedures Manual

The resident/fellow needing family/parental leave must submit the required paperwork to the Capital Area Health Consortium. A resident/fellow must provide their Program Director as much notice of the need for a family/parental leave as is practicable under the circumstances. A resident/fellow should provide at least 30 days advance notice of the need for leave, when the leave is foreseeable. When not foreseeable, a resident/fellow must notify CAHC as soon as practicable, and certainly within two (2) business days of learning of the need for leave, except in extraordinary circumstances. Notice of the need for leave should be provided to [cahcgroup@uchc.edu](mailto:cahcgroup@uchc.edu).

When possible, the resident/fellow is required to provide their Program Director and the Capital Area Health Consortium with at least two weeks' advance notice of the date the resident/fellow intends to return to training. When a resident/fellow returns from family/parental leave, the Program Director, in consultation with the GME Office, will determine the resident's/fellow's status in the program specifically as it relates to an extension of training and whether the resident/fellow may return to their previous level of training (see [Contract Extension Due to Leave Guidelines Policy](#)).

If a resident/fellow fails to report to work promptly at the end of the family/parental leave, their appointment with the UConn SOM and their employment with the CAHC may be terminated.

If a resident/fellow is unable to return to training after 12 weeks of family/parental leave, they must contact CAHC, their Program Director, and the Office of Graduate Medical Education as soon as possible.

The status of a resident/fellow unable to return to training after 12 weeks of family/parental leave will be determined by the Program Director in consultation with the GME Office. The position of the resident/fellow may or may not be held.

Taking any leave may extend the time necessary to complete the program requirements for graduation as well as Board eligibility (see [Contract Extension Due to Leave Guidelines Policy](#)). Residents/fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

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