

PERSONAL LEAVE POLICY

Under certain circumstances, a resident/fellow may request an unpaid personal leave of absence for any reason not covered by another leave policy or after another leave ends and if the resident/fellow has exhausted or is not eligible to receive sick or vacation time.

A personal leave request must be approved by the Program Director. Unlike other leaves, which are required by law (family and medical, jury duty, military) a personal leave is at the sole discretion of the Program Director in consultation with the GME Office. The Program Director will take into consideration the reason for the leave, prior leaves, the needs of the program, as well as the length of the leave, in deciding if a leave will be granted and for how long. The Program Director will be responsible for informing the GME Office and the Capital Area Health Consortium if a personal leave request has been approved.

A resident/fellow who requests and is granted an unpaid personal leave must contact the Capital Area Health Consortium regarding pay and benefits while on personal leave. The resident/fellow will not receive pay for the duration of said leave. Benefits that have not already been discontinued will continue for up to 30 days at the resident's/fellow's own cost. The resident/fellow will need to reimburse the Consortium for the benefit payroll deduction for the personal leave taken. After 30 days, there is an option for continuation of coverage through COBRA. The Capital Area Health Consortium will provide the cost of coverage to the resident/fellow.

When a resident/fellow requests such a leave of absence, the resident's/fellow's position may or may not be held.

Should a resident/fellow take an unpaid leave of absence without appropriate notification and approval by the Program Director, the resident's/fellow's appointment with the UConn SOM and employment with the CAHC may be considered terminated.

Taking any leave (especially when multiple leaves or absences occur in the same contract year) may extend time necessary to complete the program requirements for graduation as well as for Board eligibility (see Contract Extension Due to Leave Guidelines Policy). Any personal leave that goes beyond 12 weeks could result in the termination of the appointment with UConn SOM and the end of employment with CAHC. 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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