

CONTRACT EXTENSION DUE TO LEAVE GUIDELINES

Continuous and complete training is vital to residents/fellows in all disciplines. If a resident/fellow is on leave for any approved reason and requires extended time away from training such that the resident/fellow is unable to satisfy the academic and curricular requirements of the program within the time allotted, the Program Director will need to determine the extent to which the resident/fellow's educational experience was interrupted by time on leave. Once that is determined, the Program Director will need to decide the outcome for that individual resident/fellow and the impact the leave had on the integrity of the learning process and training program. Possible outcomes include extension of training equal to the amount of training lost; extension of training longer than the amount lost on leave including repeating a full year of training; and lastly non-renewal of contract. The Program Director will take into consideration the full impact associated with discontinuous training for the individual resident/fellow i.e., whether the resident/fellow is meeting program and specialty standards. In all situations, the Program Director must consult with the GME Office prior to determining the appropriate outcome.

Extension of time granted by the Program Director in consultation with the GME Office may take into consideration the spectrum of specialty board requirements, RC requirements, program requirements, and institutional requirements. Vacation and sick time will be prorated for the period of extension.

Residents/fellows must take vacation leave as per the [Vacation Leave Policy for Medical Residents and Fellows](#). Residents/fellows may not carry over vacation leave into a new academic year, borrow vacation leave from a subsequent year of training, or forfeit vacation leave to make up for time away from training unless explicitly permitted by the specialty board.

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