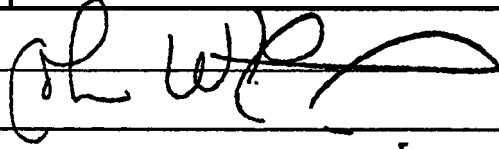


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	EFFECTIVE DATE: 10/1/98	REVISION NO:
SUBJECT: PAID LEAVE BENEFITS	FUNCTION: RESIDENCY TRAINING PROGRAMS	
APPROVALS: Final - Executive Vice President & Chief Operating Officer Concurrences: _____ _____		

1. **Purpose**

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

2. **Scope**

Paid leave benefits are provided to all residents and fellows employed by **UMMC**.

3. **Responsibility**

Policies governing the amount of paid leave benefits provided to residents and fellows 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 and fellows so that they may take accrued time off without negatively affecting the efficient operation of the hospital.
3. Ensure that residents and fellows meet the minimum attendance requirements of the specialty's Residency Review Committee

4. **Procedure**

41 Eligibility

All residents and fellows employed by UMMC and scheduled to work 64 or more hours per bi-weekly pay period are eligible for paid leave benefits.

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42 Paid Vacation Leave

Residents and fellows receive 120 hours of vacation leave per contract year. Balances of unused paid vacation leave do not carry forward into the next contract year. Paid vacation leave must be used within the contract year that it is earned.

4.2.1 Scheduling of Vacation Leave

Use of accrued vacation leave must be approved by the Program Director.

4.2.2 Compensation for Vacation Leave

Resident/fellow vacation leave compensation is computed at the regular hourly rate of pay that is in effect at the beginning of the pay period.

4.2.3 Payment for Unused Vacation Leave at Termination

Unused accrued vacation leave will not be paid at termination.

43 Pay for Absences due to Illness or Injury

Residents and fellows are classified as exempt employees and, as such, do not accrue sick leave. They are eligible for full salary continuation for the first 29 days of illness or injury. Should an illness or injury continue beyond the 29th day, exempt residents and fellows are eligible for short-term disability benefits equal to 100% of base pay.

A resident or fellow who cannot report to work because of a disabling illness or injury, must notify his/her Program Director, in accordance with departmental procedure, on each day that he/she is absent unless the Program Director instructs otherwise. The Program Director may require the resident/fellow to provide proof of illness or injury and will attempt to inform the resident/fellow of this requirement prior to the resident's/fellow's return to work. A resident may request a leave of absence in accordance with the UMMC Leave of Absence Policy - Residents (see Resident Policy # GMS-E).

The Medical Center reserves the right to require a resident/fellow to be cleared by Employee Health Services in order to return to work after illness or injury or after a prolonged absence.

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At any time that the Program Director suspects that a resident/fellow is not fit to perform the duties of his/her job, he/she may send the resident/fellow to be examined by a doctor referred by Employee Health Services, who will determine if the resident/fellow is fit to continue working (see Policy #508, entitled "Fitness for Duty").

4.4 Family and Medical Leave

All accrued leave benefits as described in this policy are available to residents/fellows who are granted Family and Medical Leave under UMMC policy #411 (Family and Medical Leave). 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 Leave" is addressed in the UMMC Family and Medical Leave policy (see Policy #411).