

Graduate Medical Education Leave Policy and Interruption of Training

General Note

For all types of leaves, residents/fellows should complete and submit an online leave request on Laserfische at <https://edms.lau.edu.lb/Forms>. The leave request submitted is forwarded to the Program Director and eventually to the Assistant Dean for Graduate Medical Education (GME) for approval. Any leave will not be considered valid unless approved by the Program Director and the Assistant Dean for GME. It is the resident's/fellow's responsibility to secure proper patient care coverage during all kinds of leaves.

I. Vacation Leave

Residents/Fellows are entitled to four weeks (20 working days) of vacation during each academic year to be taken as determined/approved by the Program Director and the Assistant Dean for GME. Annual leaves cannot be carried over. Residents/Fellows must give notice no less than thirty days before the leave start date. In cases the thirty-day notice cannot be respected, the resident must request the leave and give notice to his/her Program Director ASAP.

Note that vacations are strongly discouraged during the first or the last two weeks of the academic year or while rotating at affiliated hospitals.

II. Sick Leave

It is the resident's/fellow's responsibility to notify the below stakeholders if s/he falls sick. The following is required.

- Notify the Program Director and the faculty member of the affected clinic(s)/service(s)
- Call the chief resident in order to secure proper coverage
- Submit online sick leave request (as stated above). The sick leave will be considered valid upon the approval of the Program Director followed by the Assistant Dean for GME.

Sick leave will be approved only for legitimate illness. A physician's note may be requested by the Program Director. If the above policy is not respected, the absence will be counted as vacation time. Residents/Fellows are granted up to 15 calendar days per year of paid sick leave. Any absence exceeding 15 days will be unpaid.

Note: a cumulative absence from duty either related to **vacation** and/or **sick leave** cannot, under any circumstances, exceed 6 weeks per academic year. Any cumulative absence from duty exceeding 6 weeks within one academic year will automatically trigger an extension of the resident's/fellow's training program including possible delay in promotion to the next academic level and/or delay in graduation from the program.

III. Maternity Leave

Female residents/fellows are entitled an aggregate of 70 days (10 weeks) of maternity leave with full pay and benefits preceding (starting 33 weeks of gestation) and immediately following delivery. The Program Director may request extension of the length of resident's training program including a delay in promotion to the next level of academic year and/or delay in graduation from the program.

Note: for any maternity leave, vacation time may be used to extend the period of paid maternity up to a maximum of fourteen weeks. No accrued sick time can be used to extend the maternity leave.

Graduate Medical Education Leave Policy and Interruption of Training

Residents/Fellows who plan to utilize a maternity leave should notify their Program Director and submit an online leave request at least 3 months prior to the anticipated date of delivery.

IV. Paternity, and Maternal Adoption Leave

- a. **Paternity leave:** Up to one week of paid paternity leave can be granted following the birth or adoption of a child.
- b. **Maternal adoption leave:** up to one week of paid maternal adoption leave will be granted following the adoption of a child.

Residents/Fellows who plan to utilize a paternity or maternal adoption leave should notify their Program Director and submit an online leave request at least 1 month prior to the anticipated

V. Other types of leaves

- a. **Family leave for sickness:** Residents/Fellows may use vacation time for such purpose, but *cannot* use sick leave time. Special family leave for sickness may be granted to residents on case by case basis.
- b. **Compassionate leave:** Residents/Fellows are entitled up to 3 days of leave in case of loss of any close family member: parents, in-laws and grandparents and siblings. Special considerations may be applied for loss of offspring.
- c. **Academic leave for Conferences:** Residents/Fellows are entitled up to 3 days of leave of absence for poster or oral presentations at approved local or international conferences as approved by the Program Director.

During the above-mentioned leaves, the resident/fellow will continue to receive his/her stipend and all related benefits, except when leave type “a” exceeds vacation time.

VI. Interruption of GME Training

a. Permanent Leave

Leaving a categorical program is strictly discouraged. Those residents/fellows contemplating moving to another specialty or different program should apply to preliminary track.

Should a resident/fellow decide to permanently interrupt his/her training for a valid reason (such as major sickness etc...), s/he should adhere to the following procedure:

- Discuss with the Program Director immediately of his/her plans to interrupt the training
- Submit a letter of resignation to the Assistant Dean for GME, with a copy to the Program Director, the department Chair and the Dean of the SOM at least 6 months prior to the date of the contemplated leave.

Residents or fellows leaving a categorical program prematurely without a reason deemed valid by the program director & specific CCC, will neither receive a letter of good standing nor credit for the period of training completed.

Graduate Medical Education Leave Policy and Interruption of Training

b. Temporary Leave for Additional Training

A permission for a temporary leave from the residency/fellowship program can be granted for one of the following purposes:

- Pursue extra research time over and above the time allocated within the LAU GME training program
- Enroll in an extra educational program example, such as DFMS
- Join a Master's program
- Travel abroad for placement interviews or for any other experience outside the program curriculum

The procedure to obtain such a permission for Temporary Leave for Additional Training is as follows:

1. Submitting an official written request for Temporary Leave for Additional Training to the Program Director, with a copy to the Assistant Dean for GME & the Dean of the SOM detailing the exact purpose of the leave, at least 6 months prior to the contemplated leave.
2. Upon obtaining the permission for the leave, the resident/fellow needs to submit an online leave request on Laserfische.
3. Provide written proof from the hosting program detailing the purpose of the leave (such as the acceptance letter), if applicable.

Once the request for Temporary Leave for Additional Training is officially approved by the Assistant Dean for GME, the Program Director and Dean of the SOM, the resident/fellow has to sign a binding document stating that s/he will return to the LAU GME program in order to fulfil the training requirements stated in the curriculum.

No proof or credit for training and no letter of good standing will be provided by LAU SOM to the resident/fellow until and unless s/he fulfills all the above requirements of LAU GME training program.

Notes:

- Any absence from duty exceeding 6 weeks (vacation +sick leave) per year will automatically result in an extension of the training program by the same number of days of absence over and above the 42 days. It is understood that any necessary extension of training will result in a corresponding delay in graduation.
- Resident/fellow has the right to appeal if he/she has not been released form the program with a letter of good standing.

Graduate Medical Education Leave Policy and Interruption of Training

VII. Unexcused Absence

If a resident or fellow does not attend to the clinical service assigned without notifying the chief resident and/or Program Director by a written email with a valid excuse, the absence will be considered unexcused. In such cases, disciplinary action may be taken by the Program Director starting by verbal and/or written warnings, culminating in eventual suspension from the program.

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