



Parental Leave Policies

Department of Surgery, Division of Surgical Education

Purpose of Policy

The general surgery residency training program at University Hospitals recognizes that surgical training should not preclude having children. Surgical residents who choose to have children (whether through pregnancy, pregnancy of a partner, surrogate, or adoption) are equally committed to their training as those who do not have children during residency. We are supportive of healthy pregnancy outcomes and commit to avoiding negative repercussions or bias amongst trainees who choose to have children. The American College of Surgeons encourages each specialty to develop clear and consistent policies regarding parental leave; the general surgery residency at University Hospitals aims to do the same with this policy.

1. All residents who are becoming parents are eligible for this policy regardless of how they are becoming parents
2. The residency program will support the medical needs of the trainee and ensure confidentiality of health care information
3. The program will assess, with the trainee, individual needs and requests for reasonable accommodations
 - a. When feasible, the schedule will accommodate the need for rotations with fewer call, less travel time, less exposure to fluoroscopy, etc on an individual basis
 - b. Flexibility with regards to duty hours and operative schedule at the end of pregnancy when possible
 - c. A complicated pregnancy may need additional accommodations as determined by the trainee and her physician
4. The trainee should inform the residency program director in a timely fashion to allow for accommodation of schedules and absences
5. Residents will not be expected to “make up” or take extra call before or after their leave
6. Parental leave will not be a factor in assessments or evaluations, access to leadership, or research positions
7. ABS Training Guidelines regarding the length of leave (some require advance approval from the ABS):
 - Residents can take up to two (2) weeks additional parental leave without extending their training during post graduate years one 1-3 AND post graduate years four 4-5.
 - Residents are permitted to combine some or all of their available vacation weeks for up to two academic years without extending their training.
 - Residents may complete their five clinical years over six years, with an average of 48 clinical weeks each year.
8. Trainees may take more time in accordance with FMLA policies but this may require an extension of training as required by the ABS and RRC
9. The GME office at UH states “Residents receive full pay for the first seven days following the birth. Thereafter, they have the option to either use the balance of their vacation time or go unpaid for up to five weeks.” (see below)

10. Trainees who intend to breastfeed will be accommodated (see lactation policy)
11. Residents must still follow the UH GME Institutional policies for FMLA and Short-Term Disability for any time off extending past seven (7) days. You may receive approval from the department, but FMLA and Short-Term Disability during parental leaves must be approved by HR and Corporate Health.

12. GME Institutional Leave Policies (*effective 7.1.2020 – GME Residency Manual*)

a. Time-Off Benefits

i. 8.1 Leaves of Absence

- ii. For Leaves of Absences (excluding military leave) paid benefit time is to be used before going unpaid. The Residents shall discuss with the Program Director the implication leaves of absents will have on the program completion and the Residents eligibility for applicable board examinations. See UH Policy of Leaves of Absences, as well as the following UH policies relative to other leaves or time off:

1. HR-19 (University Hospitals' Policy HR-19) – Family Medical Leave of Absence (FMLA)
2. HR-79 (University Hospitals' Policy HR-79) – Jury Duty
3. HR-80 (University Hospitals' Policy HR-80) - Bereavement Leave

iii. 8.2 Sick Time

- iv. Paid sick time not to exceed thirty total days in any consecutive 12-month period, may be granted at the discretion of the Program Director. However, the Program Director may not grant more than five (5) business days in any four (4) week rotation block. Cumulative sick time and vacation cannot exceed twenty (20) working days during any academic year. However, the Program Director may not grant more than seven consecutive days of paid sick time. If you are disabled beyond seven days, you may be eligible for short-term disability benefits. If you are eligible and your claim is approved by UH Disability Management Services, you will be paid as indicated in the Short-Term Disability policy, provided you have given appropriate notice and have submitted the required documentation.

v. 8.3 Maternity/Paternity Leave

- vi. 8.3.1 – It is the Resident's responsibility to notify the Program Director at least 30 days in advance of an anticipated maternity/paternity leave. If a Resident is eligible for FMLA, up to twelve weeks of maternity and paternity is available. UH policy covers FMLA process. FMLA must be applied for at the same time a maternity/paternity leave is requested. It begins on the date of birth of a child or placement of an adopted or foster child in the home. The program in which the Resident is participating must approve any leave of absence in writing with the terms of the leave to the Resident with a copy to the GME office.

a. Maternity Leave. Residents receive full pay for the first seven days following the birth. Thereafter, Residents may be eligible for Short-Term Disability under UH Policy HR-55.

b. Paternity Leave. Residents receive full pay for the first seven days following the birth. Thereafter, they have the option to either use the balance of their vacation time or go unpaid for up to five (5) weeks.

- vii. 8.3.2. Time taken off for maternity/paternity leave and/or FMLA may extend the training period, as necessary, to comply with appropriate accreditation guidelines.

viii. 8.4 Additional Leave of Absences Considerations

ix. Leaves of absences in addition to those noted above are available in accordance with UH policies and procedures and your program. All leaves are subject to the prior written approval of your Program Director. Residents remain eligible for health benefits during the time he/she is on unpaid leave. During the time the employee is not receiving pay, the usual payroll deduction is not made. The employee, therefore, is responsible for direct payment of benefit costs, and you will be invoiced by HR Benefits. A check for the appropriate amount must be received in accordance with applicable UH Policy HR-70 to assure uninterrupted coverage. Besides consulting the Office of GME, any leave of any kind must be coordinated through the HR Benefits Department and a Care Advocate in Corporate Health.

1. UH HR Resources and Contacts:

- a. HR Service Center (877) 471-7522 hrrservicecenter@uhhospitals.org
- b. Benefits or Leave of Absence HRbenefits@UHhospitals.org or myUHhr.org
- c. Payroll Direct Line (216) 983-0500