

**UNIVERSITY OF FLORIDA COLLEGE OF MEDICINE JACKSONVILLE**  
**Office of Educational Affairs**

<b>Approval Date:</b> 6/7/16	<b>Subject:</b> RESIDENT FRINGE BENEFITS AND LEAVE	<b>Page 1 of 4</b>
<b>Approved by:</b> GMEC		<b>Revised Date:</b> 4/20/06; 5/10/16; 5/12/17
<b>Effective Date:</b> 5/18/1992		<b>Reviewed Date:</b> 2/9/11; 5/10/16; 3/9/2017

**University of Florida College of Medicine Policies and Procedures for Resident Fringe Benefits and Leave**

- (1) Fringe Benefits. Residents are eligible to receive benefits from life, disability and health insurance programs provided by the College of Medicine resident fringe benefit program and will remain covered under the health, disability and life insurance policies while on educational assignment.
  - a) Screening of residents for infectious diseases, prophylaxis/treatment for exposure to communicable disease and immunizations shall be provided directly by the College of Medicine or through arrangements with other health providers. All residents are required to have documentation of immunity to measles, mumps, rubella, varicella, hepatitis B, and a current Tdap vaccine. Additionally, each trainee is to have an annual tuberculosis skin test. Residents shall be required to comply with the infection control policies and procedures of the facilities where their resident rotations occur.
- (2) Leave.
  - a) General Policies. Residents shall be entitled to leave with pay for the purpose of annual and sick leave depending upon the length of appointment during the academic year July 1 through June 30, as described in this section. Leave will be granted and charged in one-day increments for each workday of leave requested and approved.
    1. If specialty board regulations for annual and sick leave accrual and usage differ from that outlined in this rule, written notification of the board policy shall be completed by the program director (PD) and submitted to the Dean for approval. The confirmation of the board policy will be maintained in the respective department.
    2. The total maximum time a resident can be away from a program in any given year or for the duration of the residency program shall be determined by the requirements of the specialty board involved. If leave time is taken beyond what is allowed by the University or the applicable specialty board, the resident may be required to extend the period of activity in the Program accordingly in order to fulfill the appropriate specialty board requirements. The resident will be paid for makeup or extended time if funds are available. However, residents are not automatically entitled to additional training beyond the prescribed number of years in order to achieve board eligibility in the designated specialty. Any such extension of the residency and the required funding must be consistent with the specialty board requirements and be approved by the Program Director (PD) and the Dean of the College of Medicine or his designee.
    3. Unused sick and annual leave are considered non-payable leave, and there is no entitlement for lump-sum payment for unused leave upon separation or completion of training.
    4. All absences must be approved by the PD.
  - b) Types of Leave
    1. Annual Leave
      - a. All residents shall accrue annual leave at the rate of fifteen working days per year of full employment. Residents may be permitted to carry over unused annual leave to the next academic year, if it is consistent with departmental policy and approved by the PD. An excess of twenty-five (25) workdays cannot be accumulated in any given year.
      - b. Annual leave shall be reported when used, and approved by the PD and recorded on the New Innovations as a non-primary block schedule entry.
      - c. Annual leave should not be fragmented into less than one-week periods except under unusual circumstances and must be taken at the time approved by the PD.

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- d. Annual leave may be advanced to residents proportionate to expected service. The amount of advanced leave will not exceed that which can be earned during the remainder of the academic year.
  - e. Annual leave which has been granted and used but not earned by the resident member at the time of separation from the academic department will require an appropriate reduction for the value thereof in the final stipend payment.
2. Bereavement Leave
    - a. Residents may be granted up to two days of administrative leave upon the death of an immediate family member (maximum benefit of 16 hours). The resident may use their sick leave in reasonable amounts upon the death of an immediate family member.
    - b. This type of leave must be approved by the department. While the regulation says “may be granted,” rather than “shall be granted,” we typically consider a department to be obligated to provide this leave. Extenuating circumstances, of course, could mitigate this obligation (i.e., third death in a month for the same employee).
    - c. An employee requesting administrative leave due to the death of an immediate family member may be required to submit a copy of the death certificate or other appropriate documentation (obituary, etc.) as certification. This documentation should be kept in the department along with the employee’s application for leave requesting administrative leave.
    - d. UF’s definition of an immediate family members consist of spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the spouse or domestic partner. This includes individuals for whom the trainee is the current legal guardian. FMLA defines an immediate family member as parent, spouse or child of the trainee.
  3. Educational Leave of Absences.
    - a. Educational Assignment: Residents shall be eligible for leave of absence with pay pertaining to education provided it is allowed by the appropriate board and approved by the PD.
    - b. Licensure Examination Leave for residents taking American specialty board and state licensure examinations will be authorized for compensated leave of absence at the discretion of the PD. The leave will not exceed the time actually required for taking the examination and for travel to and from the place of examinations. Only one licensure and one specialty exam shall be authorized per resident. Any additional absence will be charged to annual leave or leave without pay if annual leave is not available.
  4. Holidays. Residents shall be entitled to observe all official UF holidays designated by the Department of Administration for state employees except when they are on call for clinical responsibilities. Residents on Veterans' Administration Medical Center (VAMC) rotations shall be entitled to observe all official holidays designated by the federal government for Veterans Administration employees except when they are on call for clinical responsibilities. When on duty or call for clinical responsibilities on designated holidays, this assignment will be considered as a part of the residency and will not result in extra remuneration.
  5. Jury Duty. The trainee is to notify the program director as soon as they are notified of the possibility of jury duty. Residents/fellows who are summoned to jury duty will be granted paid administrative leave for all the hours required for such duty. The University will not reimburse the employee for meals, lodging, or travel expenses will serving as a juror. The resident will be granted administrative leave and it is to be recorded as a primary rotation on the block schedule in New Innovations. If jury duty does not require absence for the entire workday, the resident/fellow should return to work immediately upon release by the court. Any absences must be made up in accordance with applicable specialty board policy. The resident must provide documentation upon return from Jury Duty to show the extent of their participation.
  6. Leave of Absence Without Pay.

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- a. Requests for maternity and paternity leave, or any other type of leave of absence without pay must be submitted to the PD for approval. The duration of maternity leave before and/or after delivery will be determined by the resident and her physician in consultation with the PD.
  - b. Leave of absence without pay for greater than six months will be unusual and require special approval by the PD.
  - c. Accrued annual and sick leave may be used prior to the resident being placed on leave without pay. Residents taking leave without pay can receive advanced vacation leave up to the amount which can be earned during the remainder of the academic year. Trainees will not earn leave while on leave without pay. The date of leave begins after accrued annual and/or sick days are used.
  - d. In special circumstances, leave may be granted for residents involved in adoption with the advance approval of the PD.
  - e. The resident must submit in writing the request for leave of absence without pay for approval by the PD and Department Chair. The letter must contain the purpose of the leave of absence; the period of leave to be taken; if an extension is needed, the resident must write a new letter indicating the new date of return; acknowledgement that the academic department will cover the insurance benefits for two to six months after which time the resident may purchase such coverage for a time period consistent with COBRA regulations; acknowledgement that the residency program may be extended by the amount of time taken as leave, as required by the Specialty Board.
7. Leave of Absence With Pay.
- a. Under special circumstances consistent with a medically-documented illness or disability, an approved leave of absence with pay may be requested for a period not to exceed six months.
  - b. During such an approved leave of absence, eligible residents will continue to receive salary and all fringe benefits. Once long term disability coverage begins, the resident will be taken off payroll but benefits may continue for up to six months. After six months, the resident may purchase such coverage for a time period consistent with COBRA regulations.
  - c. Leave begins after annual and sick days are used. At the discretion of the PD, annual leave and sick leave may be advanced to a resident proportionate to expected service but cannot exceed that which can be earned during the remainder of the academic year.
  - d. The resident must submit in writing the request for leave of absence with pay for approval by the PD and the DGME. The letter must contain the purpose of the leave of absence; period of leave to be taken; if an extension is needed, the resident must write a new letter indicating the new date of return; and acknowledgment that the residency program will be extended by the amount of time taken as leave, as required by the Specialty Board.
  - e. Upon a resident's return from leave, a Return to Work Notification letter must be written to the DGME by the PD indicating that the resident has returned, the date of the return, the status of the resident's return to work and a statement regarding the resident's ability to resume the duties of the position.
8. Military Leave. Absences for temporary military duty (e.g., two-week annual training) may be taken from annual leave or if insufficient annual leave is accumulated, the resident must be placed on leave without pay for such absences. If activated from reserve to active duty status, the resident will receive thirty (30) days full pay before going on leave without pay. Insurance policies will remain in effect for dependents during period of active duty for one year. Additional extensions require special approval from the Dean of the College of Medicine.
9. Sick Leave
- a. All residents shall accrue sick leave at the rate of ten working days per appointment year.
  - b. Residents shall be entitled to utilize sick leave for personal illness. Sick leave may also be used for serious illness or death in the immediate family (spouse, parents, brothers, sisters, children,

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grandparents, and grandchildren of both resident and spouse). The number of days allowed will be determined by the PD.

- c. When sick leave is taken, such leave shall be reported when used on the appropriate Leave form and recorded on the New Innovations as a non-primary block schedule entry..
  - d. Sick leave may be advanced to residents proportionate to expected service. The amount of advanced sick leave will not exceed that which can be earned during the remainder of the academic year.
  - e. Sick leave which has been granted and used but not earned by the resident at the time of separation from the academic department will require an appropriate reduction for the value thereof in the final stipend payment.
  - f. Residents may not carry over unused sick leave to a new academic year.
10. Leave Requests -- Approval and Record-Keeping. Residents have the responsibility of keeping their department informed of all leaves and obtaining the required approval from the PD. Each academic department is responsible for maintaining actual leave accruals. The leave records should indicate when the resident is on a Veterans Affairs Medical Center (VAMC) rotation and accruals and usage should continue to be recorded by the department. When a resident takes leave while on a VAMC rotation, a deduction should be made from both sets of records.