Department of Pathology

LEAVE POLICY GUIDELINES
DEPARTMENT OF PATHOLOGY RESIDENCY TRAINING PROGRAM

The resident vacation and leave of absence complies with the UMMC leave policy as well as the policies of the American Board of Pathology (ABP). These requirements are outlined below:

The ABP requires that one year of approved training credit toward ABP certification and requirements must be 52 weeks in duration and must include at least 48 weeks of full-time pathology training. Unused personal leave and other leave time may not be accumulated to reduce the overall duration of training.

The maximum number of medical/personal leave days per year should not exceed 20 working days. It is advisable to assume that a portion of the 20 days could potentially be needed for unexpected illness or other medical leave. Time set aside for this would be prudent. Any unused days of the 20 allotted days do not rollover into the subsequent academic year. Unused accrued hours do rollover with regard to monetary compensation at the end of employment at UMMC. Official UMMC holidays are not included in the 20 working days.

First year residents accrue but may not take personal leave during the first 90 days of employment. Any personal leave time taken must be accrued first. Accrual schedules are as follows:

- PGY-1 - PGY-3 accrue 12 hours personal leave and 8 hours of medical leave per month.
- PGY-4 - PGY-6 accrue 14 hours personal leave and 7 hours medical leave per month.
- The first medical leave day is counted as personal leave.

Residents who will be exiting the program (completion of training, transfer, etc) are allowed a maximum of 11 personal leave days during their final rotation. This is to ensure completion of training requirements, submission and sign-off of monthly and summative evaluations, etc.

The following leave time may be used under the “W” category (education, off campus business, etc), which is not counted as personal leave time.

- Six days of leave may be used for fellowship or job interviews. A copy of the letter inviting the resident for interview must be submitted to the Program Director prior to the leave.
- A resident may attend one pathology board review course of up to 5 working days during residency training.

Unpaid leave (leave of absence) can only be used in extenuating circumstances and must be discussed with and approved by the Pathology Department Chair and Program Director. The resident will be required to make up this leave time. Note: Make-up time after the end of standard residency training (after June 30) is not guaranteed.

If a resident is absent unexpectedly, they must notify the Chief resident, who will be responsible for notifying the appropriate rotation faculty and the Education Administrator. If the Chief Resident cannot
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be reached, notify the Education Administrator (601-984-1879), and if she is not available, notify the main secretary (601-984-1530). They will then notify the appropriate staff.

Leave is granted on a first-come, first-serve basis. Residents are encouraged to submit leave requests as early as possible. Ideally, a resident should inform the rotation supervisor at the beginning of the month if leave is expected during the rotation.

Some rotations require coverage when a resident is absent. These include, but may not be limited to: surgical pathology, autopsy and hematopathology. To confirm this requirement, the resident must check with the rotation faculty in advance of taking leave, regardless of the rotation.

As the total number of months offered for some rotations is limited, residents are strongly discouraged from taking more than a few days of personal leave on these rotations.

More than two consecutive weeks of personal leave taken at one time is discouraged. If this is the case it is advised that the time be divided between two rotations.

Maternity/Paternity Leave: Leave taken in excess of the 20 working days per year mandated by the ABP would require compensation of this time by an equal amount of additional training.

Please refer to the UMMC employee handbook for further details on leave policies.

Procedure for Applying for Leave (personal and administrative / educational):

1. The resident must apply for leave prior to the anticipated start of the leave by filling out the appropriate leave application form. This form can be obtained from the departmental front desk or the Education Administrator.

2. If applicable, the resident must provide specific coverage for the service to which he is assigned before seeking approval from the rotation director. The name of the individual covering the service must be indicated on the leave application and must be signed by the covering individual.

3. The leave application must then be signed by:
   - Rotation supervisor (faculty)
   - Chief Resident
   - Resident who will provide service coverage in your absence (if applicable)

4. Submit completed and signed form to the Education Administrator.

5. The Program Director will sign the form after it has been submitted to the Education Administrator.

Leave requests which do not meet the above requirements may be denied.
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The rotation director and/or the Residency Program Director may deny a request for leave when such a request, in his/her estimation, interferes either with the function of the service in question or with the resident’s education. Likewise, the Chief Resident may deny a request for leave which would cause the program to be severely understaffed.