

# Leave Policy

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- a. Personal time off and Leave:** House Officers have a total of 30 paid workdays off. For purposes of this policy, a workday is defined as Monday through Friday. Twenty (20) of those days are defined as personal time off. Personal time off may consist of vacation days, paternity leave, maternity leave beyond what is covered by sick time, bonding time, and other personal needs. Personal time off days should be scheduled in advance and may be taken at any time during the year with the approval of the Program Director. There are no recognized holidays. Duties are assigned by each Program Director. If personal time off extends beyond 15 consecutive days, the House Officer must apply for leave.

House Officers may be paid for up to 10 sick days in case of illness. Sick days may be used for your personal illness or medical condition (including medical conditions related to pregnancy and childbirth) or for illness of a family member. In the case of any extended illness or disability, House Officers must use available personal time off days after they have exhausted their 10 paid sick days. The 10 sick days may also be applied to time away to care for or bond with children following birth or placement via adoption, surrogacy or foster care.

Paid time off does not carry over from year to year nor is there a payment for any days that are not used. For purposes of this policy, the year begins on the day of your first clinical rotation. The 30 paid days of personal time off reset on this date each calendar year. For example, if your first clinical rotation started on June 21, your 30 days will reset on June 21 each year. Time off will be prorated for House Officers who join Barnes-Jewish during the midst of an academic year.

Additional unpaid leave may be available in certain circumstances, with the approval of the Program Director. Additional leave may require extension of the training program depending on the guidelines established by the ACGME, Residency Review Committee and/or certifying Board for that particular program. Leave must be requested in advance of the actual leave. Additional documentation may be required by your training program to suspend the award and/or accrual of service in order to calculate the time away from the training program. To obtain further information regarding how a leave relates to Board requirements, contact your Program Director.

The Leave Policy is intended to provide you with specified paid time off, as well as unpaid leave should the need arise. This leave policy ensures that House Officers have the opportunity to rest and provides financial security in case of illness. It is intended to comply with the Federal Family and Medical Leave Act (FMLA) as applicable.

- b. FMLA:** House Officers who are eligible (employed within BJC HealthCare for at least 12 months and worked at least 1250 hours during the 12 months prior to the commencement of the leave) may request leave for his/her own serious health condition, the care of a new child or the health care of a seriously ill family member or for any other reason as outlined under the FMLA unpaid leave for a maximum of 12 weeks in a 12 month period of time, which is calculated by looking backward at the amount of leave taken within the 12 month period immediately preceding the commencement of the requested leave, will be granted per FMLA stipulations. Medical certification will be required for leaves due to your or your family member's serious health condition. Conditions and requirements apply; see also BJC Policy 4.08, Family and Medical Leaves of Absence, FMLA.

**Non-FMLA:** For those situations in which you, for any reason, do not qualify for a FMLA leave, you may request a leave from the Program Director. The granting of such leave, as well as the duration thereof, is at the discretion of the Program Director. You may apply for such leave with respect to absences in excess of thirty (30)

consecutive calendar days. You must supply such supporting documentation as requested by the Program Director including, for medical leaves, a physician's certification.

Additional training after a leave of absence may be needed for successful completion of program requirements and/or for Board certification requirements. The amount of time you must extend your training program shall be determined by the Program Director and the requirements of the pertinent RRC and/or certifying Board. For more information and for information regarding compensation during non-FMLA leaves see BJC HealthCare Policy 4.09, Non-FMLA Leaves of Absence.

- c. Bereavement Leave: House Officers may be paid up to 3 days in the event of the death of an immediate family member to attend a funeral and fulfill other additional responsibilities taken on by the House Officer with regard to funerals, settlement of estates, etc.
  - i. Bereavement days do not need to be taken off consecutively and are to be scheduled with the program Director.
  - ii. House Officers are to notify their supervisor of the need for time off as soon as practically possible
  - iii. Program Directors may allow additional days taken from personal or sick days as well as unpaid days based on circumstances and in accordance with state law.
  - iv. For purposes of this leave, the immediate family is defined as:
    - 1. Parents
    - 2. Siblings
    - 3. Spouse or domestic partner
    - 4. Child (including biological, legal guardianship or adopted)
    - 5. Grandparents, including great grandparents
    - 6. Grandchild

In-law, step, foster, and domestic partner relationships of all of the above are also covered. A domestic partner is defined as a person who shares a residency with a romantic partner without a legally recognized union.

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