



Absence from Training Policy Guidelines

The Absence from Training Policy provides residents with additional time away from training for family and medical leave without extending training, where applicable. The following guidelines are designed to help program directors manage requests related to this policy.

Qualifying Circumstances for Extended Leave (up to 40 additional day/eight weeks)

This policy is designed to align with circumstances covered by the Family and Medical Leave Act (FMLA), which allows for reasonable unpaid leave for certain family and medical reasons. These reasons may include:

- The birth and care of a newborn, adopted or foster child
- The care of an immediate family member (child, spouse or parent) with a serious health condition
- The resident's own serious health condition

Health Conditions Deemed “Serious”

A serious illness is defined as an illness, injury, ailment, impairment or physical/mental condition that involves an overnight hospital or hospice stay or ongoing medical treatment by a healthcare provider. Ongoing or continuous treatment by a medical provider generally includes:

- An incapacitated state lasting longer than three consecutive days and/or subsequent treatment that involves a regime of continuing treatment beyond drinking fluids, bedrest, exercise or taking over-the-counter medicines.
- Any period of incapacity due to pregnancy or prenatal care
- Any period of incapacity that is permanent or long-term
- Any period of incapacity for treatment of chronic conditions, such as asthma, diabetes, epilepsy, etc.
- Any absence or period of incapacity resulting from multiple treatments, such as chemotherapy, radiation, dialysis or physical therapy

These conditions should keep the resident or an immediate family member from performing his/her job, attending school or doing other routine activities that would allow the resident to perform at his/her normal capacity.

Conditions or Circumstances Not Covered by This Policy

Our Absence from Training Policy should not be applied to routine medical exams or checkups (e.g., physicals or dental exams), common colds, flu, earaches, stomach aches or other routine doctor visits or ailments. This leave may also not be used for jury duty, non-medical-related appointments, vacations or other routine life occurrences.

Conditions not considered serious for purposes of this policy include:

- The common cold, flu, earaches and other ailments mentioned above, unless complications arise
- Routine medical exams
- Conditions requiring over-the-counter medication, bedrest, drinking fluids, exercise and similar activities that can be applied without a visit to a healthcare provider

- Cosmetic treatments unless they require inpatient hospital care or complications arise

Qualifying for Additional Time

- A letter of request from the residency program director must come within four weeks of the resident's resumption of training.
- Request letters must be in writing from the program director, and countersigned by the resident and department chair.
- Requests must include the reason for the leave, which should align with the reasons outlined in the guidelines with documentation about how clinical experience and educational objectives will be met.
- Requests must be approved/supported by the program prior to submission to the ABA. Programs have the discretion to decline resident requests.
- If the resident does not qualify for the additional absence from training that was previously taken, his/her residency training may be extended to compensate for the additional absence, per the policy.