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GME - Medical Resident Leaves of Absence and Accommodation Policy

Scope

This policy applies to all Piedmont Healthcare, Inc. medical residents.

Purpose

The purpose of this policy is to guide medical residents through the leave of absence and accommodation options provided by Piedmont Healthcare, Inc. and its affiliates (collectively, "Piedmont")

Policy

Piedmont understands that medical residents have many needs for time away from work. For that reason, Piedmont provides various types of leave for medical residents in a wide range of circumstances. Piedmont provides this time away for medical residents to assist with balancing personal needs with work matters. This policy addresses the following types of leaves of absence and medical accommodations:

- A. Bereavement leave
- B. Medical Resident leave
- C. Maternity Disability leave
- D. Family Medical Leave Act (FMLA) leave
- E. Medical Accommodation

Honesty in Seeking Leave and Accommodation

Medical residents are required to conduct themselves in an honest, forthright, and ethical manner when seeking a leave or accommodation from Piedmont. Medical residents are required to provide accurate and timely information in connection with the process. False representations are strictly prohibited, and medical residents on leave from Piedmont are not permitted to work for another employer during such leave. Violation of this policy will result in disciplinary action up to and including termination of employment in accordance with applicable disciplinary processes.

Requesting Leave

When foreseeable, all leave of absence requests covered within this policy, should be first communicated to the medical resident's Program Director, to ensure that Piedmont can plan for appropriate staffing coverage. Some types of leave require additional notification and approval, outside of the medical resident's Program Director. Medical residents must first notify their program director of the need for leave and also initiate a leave through [ESS AbsenceTracker](#).

Please see the chart below for more information:

Type of Leave Request	First Notification	Second Notification/Approval Process
Bereavement leave	Program Director	None
Medical Resident	Program Director	ESS AbsenceTracker
Maternity Disability Leave	Program Director	ESS AbsenceTracker
FMLA Leave	Program Director	ESS AbsenceTracker
Medical Accommodation	Program Director	ESS AbsenceTracker

Bereavement Leave

Piedmont recognizes the importance of family and the difficulties medical residents face following the loss of a loved one. For that reason, Piedmont offers bereavement leave in accordance with the provisions outlined in [Piedmont's Leaves of Absence Policy](#).

Medical Resident Leave

Medical Resident Leave ("MRL") is available for medical residents who need leave for their own serious health condition, the serious health condition of an immediate family member, pregnancy/maternity or for bonding following birth. MRL leave is paid and Piedmont provides up to six (6) weeks of MRL leave during the course of a program (concurrent with FMLA, if applicable). MRL leave may be taken in one continuous block of time away, or smaller intervals in the medical resident's regular working schedule. MRL will only be approved for a maximum of six (6) weeks per medical residency program.

Medical residents who have worked for Piedmont for at least 12 months and at least 1,250 hours during the 12-month period immediately preceding the first date leave is needed will be allowed additional unpaid leave beyond the six (6) weeks of MRL under FMLA if the reason for leave is FMLA-qualifying. If the leave is on account of the medical resident's own medical condition, pay may be available pursuant to the terms of Piedmont's Short-Term Disability policy. There is no additional paid time available for leaves on account of a family members health condition or the bonding period, however medical residents may be permitted to use available PTO during such leave.

There are limitations as to the amount of time a medical resident may be away from the program without impacting the medical resident's eligibility to participate in examinations by the relevant certifying board(s). Program Directors will ensure that each medical resident receives accurate information regarding the criteria for satisfactory completion of the program due to any impacts of their approved leave of absence.

Maternity Disability Leave / Childbirth Disability Pay

Maternity Disability Leave ("MDL") is available for medical residents who need leave for pregnancy or childbirth and are not eligible for FMLA leave for such time. MDL will run concurrent with MRL, if applicable.

For additional information on Maternity Disability Leave, reference [Piedmont's Leaves of Absence Policy](#).

Family Medical Leave Act (FMLA) Leave

The Family and Medical Leave Act is a federal law that allows eligible employees to take unpaid leave for up

to 12 weeks during a rolling 12-month period (up to 26 weeks of unpaid leave as discussed below in the "Military Caregiver Leave") for certain qualifying reasons outlined in Piedmont's Leaves of Absence Policy. This leave may be taken in one continuous block of time away, or smaller intervals in the medical residents' regular working schedule. Medical Residents who meet the eligibility requirements outlined in the Leaves of Absence Policy may take FMLA leave. FMLA leave will run concurrently with MRL leave.

For additional information on FMLA leave, reference [Piedmont's Leaves of Absence Policy](#).

Medical Accommodation

Piedmont will provide a reasonable accommodation to qualified individuals with disabilities consistent with applicable law. Requests for leave on account of a medical resident's own health condition that exceed the amount of leave available under MRL and FMLA will be considered as requests for accommodation.

For additional information on Medical Accommodation, reference [Piedmont's Medical Accommodation Policy](#).

All Revision Dates

7/1/2022

Approval Signatures

Step Description	Approver	Date
	Lisa Lohr-Spurlin: Exec Dir - Employee Relations	
	Elisa Velez: Dir Leave & HR Compliance	6/30/2022