

Department of Neurology Leave Policy

ACGME Housestaff Programs

Adult Neurology Residency

Child Neurology Residency

Clinical Neurophysiology Fellowship

Vascular Neurology Fellowship

The Neurology Education Division Programs within the UCSF Department of Neurology are compliant with the requirements of the American Board of Psychiatry and Neurology (ABPN) for trainee eligibility to take the Adult Neurology and Child Neurology board certification examinations and to meet the requirements of the ACGME for successful completion of the ACGME neurology housestaff and fellowship programs.

American Board of Psychiatry and Neurology (ABPN) Requirements

Neurology residency requires 48 months of training with at least 36 months of this education in neurology. The first year of residency must consist of either 12 months of internal medicine with primary responsibility in patient care or 8 months of internal medicine and 4 months being other clinical educational rotation months. Prior to granting leave, American Board requirements will be reviewed by the administrative and medical program directors and the resident to assure that the resident understands the possibility of having to make up “time away” from training for any reason. If extended leave results in the requirement for additional training in order to satisfy ABPN requirements, availability of financial support for the additional training time must be determined when arrangements for the leave are initially discussed.

Vacation Leave

Vacation leave with compensation shall be four (4) work weeks per academic year. Vacation time does not accrue from year to year and must be scheduled and taken in the same academic year the vacation is earned. Vacation leave shall be scheduled in 2-week blocks. Requested vacation time is to be submitted and approved by the chief scheduling residents and the Program Director.

Sick Leave

Sick leave with compensation is given at the rate of twelve (12) days per academic year (one day per month). Sick leave is credited to the year of appointment and does not carry over from year to year. In addition, vacation leave may be used to cover sick leave which exceeds twelve (12) days. The total length of sick leave (paid and unpaid) may not exceed twelve (12) workweeks in a calendar year (see “Family and Medical Leave” section below). Additional time may be required to meet educational objectives and be in compliance with ABPN and ACGME Program Requirements.

Personal Leave

Personal leave to attend to personal matters of a serious, time consuming nature may be taken by mutual agreement with the program and/or department. Personal leave in excess of vacation and sick leave is uncompensated and may result in prolongation of training.

New Parent Leave

Compensated leave is a minimum of two (2) work weeks. Any time taken exceeding vacation leave and sick leave will be uncompensated. In accordance with the Family and Medical Leave Act (FMLA), leave can extend to twelve (12) work weeks. The resident must give written notice to the program director of his/her intention to take leave prior to the expected birth or adoption.

Family and Medical Leave

Family and medical leave is provided for an eligible resident's serious health condition, or the serious health condition of the resident's child, spouse or parent. Medical leave may be requested for a medical condition affecting his/her ability to continue in a training program or provide patient care. These leaves must include the use of vacation leave and sick leave at the onset of the leave. The duration of the leave must conform to the program, department and the American Board requirements, together with the applicable state and federal law, including the Federal Family and Medical Leave Act (FMLA) of 1993 (see Appendix 1). Moonlighting while on Family and Medical Leave is not allowed and may be cause to terminate leave.

Pregnancy-Related Disability

The California Family Rights Act allows for an additional twelve (12) workweeks of leave after the birth of a child for pregnancy-related disability. This leave is in addition to the twelve (12) work weeks of Family and Medical Leave in a twelve month period.

Qualifying Time for American Board Requirements

The duration of Family and Medical Leave must be in compliance with each training program's ACGME requirements, which concern the effect of leaves of absence (for any reason) on satisfying the criteria for completion of the training program (see "American Board Requirements" below).

Leave for Military Service

Residents are eligible for up to thirty (30) days of military leave with pay while engaged in the performance of military duty. All benefit coverage will continue during paid military leave. Absence from the training program to meet military service obligations must be with the approval of the program director and department.

Leave for Jury Duty

A resident called to Jury Duty will receive regular compensation for time served. The program director must be notified as soon as a jury summons is received. Only the court, pursuant to the procedure outlined in the Jury Summons Notice, can grant deferment or excused absence from jury service.

Any Leave of Absence which takes the resident away from their residency for more than the allotted vacation and/or sick time is subject to an extension of their residency to meet the

requirements of certification of the ABPN. Prior to granting leave, the Program Director will review the American Board of Psychiatry and Neurology requirements with the resident to advise them of the possibility of having to make up time away from training. If extended leave results in the requirement for additional training in order to satisfy the ABPN requirements, financial support for the additional training time will be determined when arrangements are made for the leave and the makeup activity.

Holidays

Holidays for residents will be consistent with the schedule at the institution to which the resident is assigned to ensure rotation coverage for patient care and safety.

Attendance at Educational Meetings and Activities

Scheduling of attendance at educational, scholarly, and professional activities may be granted at the discretion of the program director, after review of rotation coverage and keeping in mind patient care coverage logistics and patient safety.

Disability Benefits

Please note that residents are not eligible for, nor covered by, the state of California for short-term disability insurance. However, residents enrolled in the UCSF Housestaff Benefits Plan are entitled to disability coverage following 30 consecutive days of “total disability.” For more information, please contact Housestaff Benefits in Human Resources at (415) 476-8093.

Appendix 1-Federal Family and Medical Leave Act (FMLA) of 1993

FMLA

FMLA allows for qualified employees to take leave of up to twelve (12) work weeks in a calendar year, continuance of health plan coverage, and employment reinstatement rights due to:

- Employee’s own serious health condition;
- Care for child, parent, spouse, or domestic partner (same sex or opposite sex) with a serious health condition; or
- Care for a newborn child or a newly placed adopted/foster child (applicable for both maternity and paternity leave).

In order to qualify for FMLA, a resident or clinical fellow must meet the following two criteria:

- Provided at least 12 months of University service (does not need to be continuous) AND
- Worked at least 1,250 hours in the 12 months immediately preceding the leave (these are actual hours worked – including overtime – and do not include time on vacation, sick leave, or other paid leave).

Benefit and Pay Status

FMLA does not require residents be paid during leave, only that benefit coverage continues during the Family and Medical Leave. However, in accordance with UCSF policy, once vacation leave and sick leave have been used, unless otherwise negotiated

with the training program and/or department, leave will be unpaid. While on unpaid leave (other than FMLA leave), the resident will be eligible to maintain insurance coverage for the remainder of the leave and may be required to reimburse the department or program for the cost of the insurance. In accordance with federal law, the department or program will continue its contribution to health insurance benefits for up to twelve (12) work weeks per year of FMLA leave.

This policy complies with the UCSF Resident and Clinical Fellow Leave Policy. *Date GMEC Approved: 7/26/2008*