

Other Leave of Absence

Residents/Fellows may request, in writing, a non-paid leave of absence from their respective Residency/Fellowship program. The Program Director has the right to approve or deny the request based on the circumstances of the request. Any time away from the Residency/Fellowship program due to a leave of absence **MUST** be made-up and contracts should be extended to accommodate the absence. The Program Director of any Resident/Fellow taking a leave of absence must inform the Resident/Fellow of the requirement to pay for their health insurance during the absence. Liability insurance will not be in effect during a leave of absence.

Each Residency/Fellowship program is required to submit to the Graduate Medical Education Office the appropriate paperwork to temporarily remove the resident from the payroll and extend the Resident's/Fellow's contract. Residents/Fellows must meet with a payroll representative to complete the necessary paperwork. Residents/Fellows will be required to pay a monthly premium to remain covered under health insurance.