

TEXAS A&M - SCOTT & WHITE  
Graduate Medical Education

ABSENCE REQUEST FORM

NAME \_\_\_\_\_ GME Program \_\_\_\_\_

**ABSENCE REQUEST:**

I request leave from \_\_\_\_\_ through (including) \_\_\_\_\_  
(Day, M/D/Y) (Day, M/D/Y)

**Scheduled service during absence:**

at (circle one): **S&W VA DACH Driscoll Other** \_\_\_\_\_

**REPORT OF ABSENCE:**

I was absent on/from \_\_\_\_\_ through (including) \_\_\_\_\_  
(Day, M/D/Y) (Day, M/D/Y)

**PLEASE CHARGE THIS ABSENCE TO THE FOLLOWING LEAVE CATEGORY:**

*(If more than one category is specified, indicate number of days to be charged to each.)*

___ Vacation	___ *Interview Leave	___ Bereavement Leave
___ Holiday	___ *Educational Leave	___ Military Leave
___ Personal Medical	___ *Miscellaneous Time	___ Leave Without Pay

\*For Interview Leave, Educational Leave, or Miscellaneous Time, please indicate below the purpose (paper presentation, examination and type, certification course, etc.), meeting/conference name, and attach required documentation (brochure, registration, etc.):

RESIDENT/FELLOW SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

\_\_\_\_\_  
Attending S&W Physician VA Section Chief

\_\_\_\_\_  
Clinic Appointment Desk VA Service Chief

\_\_\_\_\_  
Chief Resident Program Director

In case of emergency during my absence, notify me at: \_\_\_\_\_ Phone: \_\_\_\_\_

**For notes and other department use**

**For Graduate Medical Education office use only:**

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.  
Date entered into GME database: \_\_\_\_\_

## IM Residency Absence / Vacation Supplemental Checklist

**Attach this form with all items on the checklist below or request will not be processed**

- Approval email from all staff on rotation during requested dates
  - I emailed twice with no response; I have attached both emails that I sent
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- Approval email from all fellows on rotation during requested dates
  - There is no fellow on this rotation
  - I emailed twice with no response; I have attached both emails that I sent
- 

- Approval email from all residents on rotation during requested dates
  - There are no other residents on this rotation
  - I emailed twice with no response; I have attached both emails that I sent
- 

- I have checked the jeopardy schedule and I am not on jeopardy call during my requested time off
  - I was scheduled to be on jeopardy but I made a previous trade approved by the chief residents
  - I am an off-service resident and am not on jeopardy for IM or for my home program
- 

Name of person covering your EPIC inbox (categorical residents only): \_\_\_\_\_

Name and email of the staff on Rotation: \_\_\_\_\_ Email: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Chief Initials: \_\_\_\_\_ Date Received: \_\_\_\_\_

## HOUSE STAFF LEAVE

**ABSENCE REQUEST FORMS:** Absence Request forms are available from all GME Program Administrators or the GME Administrative office.

Absence Request Forms require signatures of the Program Director and attending physician to provide verification of approval of leave. When applicable, Clinic appointment desks are to be notified of leave request and appropriate desk personnel should sign Absence Request Form where indicated.

Completed forms should be returned to the resident's GME Program Administrator as far in advance of leave as possible.

Forms may be submitted after occurrences of sick leave, however, the house officer should inform the GME Department and the service affected of this leave as soon as possible (see sick leave policy).

Absence request forms are used for preparation of schedules and payroll and are maintained by the GME Department as part the resident's/fellow's personnel file.

**VACATION:** Three weeks (15 week days) of paid vacation leave are granted annually to all House Staff members. Vacation allotments or accrual on external rotations at institutions other than Scott & White are included.

Vacation leave is discouraged during the months of June and July and is prohibited in some programs. If vacation is necessary during this period, the request should be made a minimum of six weeks in advance. Paid vacation leave for house staff is available from the start date of a training program. Paid vacation leave may not be "borrowed" from subsequent years. House staff are not eligible to receive pay for unused vacation upon termination or completion of training.

**BEREAVEMENT LEAVE:** In the event of a death of a close loved one, full-time Staff Members receive bereavement leave with pay for up to three (3) days, up to twice a year. Each three-day leave will be paid to a maximum of 24 hours, regardless of whether a Staff Member works, for example, three 12-hour shifts per week.

**INTERVIEW LEAVE:** Each resident is accorded five (5) total days of leave with pay during the entire course of training at Scott & White for the purpose of interviewing for fellowships or practice opportunities. Interview leave is available only during the "junior" and "senior" years of training and must have prior approval of the Program Director and be supported by documentation of interview scheduled.

**MISCELLANEOUS LEAVE** (formerly Conf. Leave)\*: Absences in this category include presenting papers at professional conferences/meetings, presenting poster exhibits at professional conferences/meetings, time off to take licensure examination, participation in certain non-required conferences at Scott & White, attendance at courses required by training program (to include BLS, ACLS, certain outside courses). Required examinations qualify under this section as well. All of these reasons for leave must have prior approval of Program Director and be substantiated by appropriate documentation.

**LEAVE WITHOUT PAY** (leave of absence): Leave without pay must have prior approval of Program Director; it may be required that training time be made up as per ACGME regulations. The details of this policy may be obtained from the Program Administrator.

**SICK LEAVE:** **Each Academic Year**, House staff are granted 13 days paid sick timer for absences from work due to personal illness or injury. Justification from a health care provider may be required in these circumstances. Paid sick leave may not be "borrowed" from subsequent years. Housestaff that are ill and/or cannot work due to circumstances described above are to notify their GME Program Administrator and the service on which they are scheduled as soon as possible.

Upon exhausting available paid sick leave, residents needing additional leave time will be placed on *leave without pay* and may be required to make up training time lost at the end of the training program if so determined by his/her Program Director and ACMGE regulations.

**FAMILY MEDICAL LEAVE ACT:** According to the Family Medical Leave Act of 1993, employees who have worked at least 12 months are entitled to 12 weeks of "job-protected" unpaid leave per year for qualified medical leave (birth/adoption of child, spouse, spouse, child or parent with serious health condition, serious health condition of employee). Notice should be provided to employer in writing 30 days in advance for foreseeable leave to avoid undue disruption of operations and as soon as practical for unforeseeable leave.

The employee must first use any accrued sick leave (for personal illness), and/or vacation time before unpaid leave begins. Benefits remain in effect if employee pays their share of premium; if employee fails to return to work, premiums paid by employer must be reimbursed. (See Scott & White Personnel Policy No. 100-10 for details.)

The employee is entitled to the same or an equivalent position when returning from leave. House staff should, however, be aware that leave in excess of that allowed by the Accreditation Council for Graduate Medical Education Residency Review Committee and/or the specialty board for their training program may result in extension of training time beyond the projected completion date.

**PARENTAL (MATERNITY AND PATERNITY) LEAVE AND PAY:** After one week of sick leave, new mothers will be entitled to salary continuation of 100% for five weeks, following the birth of a child. After one week of vacation, new fathers will be entitled to salary continuation of 100% for one week, following the birth of a child. After one week of vacation, new adoptive parents will be entitled to salary continuation of 100% for three weeks. Parental leave coverage begins on the first day of employment. Full-time Staff Members are eligible for this benefit.

**EDUCATIONAL LEAVE:** Five (5) days of educational leave are granted to all house staff annually to attend an educational conference or meeting of their choice. Attendance must have prior approval of Program Director and be supported by documentation describing the meeting/conference (i.e., brochure, registration, etc.).

**MILITARY LEAVE:** Participation in the National Guard or military reserve activities is allowed but must be coordinated with and approved by the house officer's Program Director. Absences for participation in this activity are charged to leave without pay or may be charged to vacation leave, if desired. If the stipend received during reserve activities is less than the house officer's regular salary, and the leave was charged to leave without pay, Scott & White will reimburse the difference. A house officer inducted, ordered, or enlisted into active service will be placed on leave of absence status effective the date of written orders to report. Upon completion of service, the house officer may request reinstatement into training program. Details of the GME Military Leave of Absence policy can be obtained in the GME Administrative Office.

Form Revised 6/12 mgj \*Policy revised at 6/98 GMEC  
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For questions concerning this form contact your Program Administrator [or the GME Administration Office at x. 249290]