

CREIGHTON GME LEAVE OF ABSENCE FORM

This form should be used by the resident/fellow (herein referred to as “HSP” [House Staff Physician]) to obtain authorization for leaves of absence (LOA) time off for health-related reasons (for self or covered family member) in excess of 3 days or any amount of unpaid time.

	If HSP meets eligibility requirements for FMLA (Minimum of one year of employment and worked a minimum of 1250 hours in the previous rolling 12 months)	If HSP does not meet eligibility requirement for FMLA
Step 1	HSP reviews the following sources of information regarding leave: <ol style="list-style-type: none"> 1. GME Program Agreement (Employment Contract) 2. Institutional Leave Policy 3. Program Specific Leave Policy (if applicable) 4. University Policies 5. House Staff Benefits Guide 6. J1 visa holder required reporting 	HSP reviews the following sources of information regarding leave: <ol style="list-style-type: none"> 1. GME Program Agreement (Employment Contract) 2. Institutional Leave Policy 3. Program Specific Leave Policy (if applicable) 4. University Policies 5. House Staff Benefits Guide 6. J1 visa holder required reporting
Step 2	HSP should meet with their Program Manager regarding leave options. This form can be discussed and completed at that time. Requests (contacting HR with this completed form) should be initiated at least 30 days prior to the first day of leave, except for emergency events (in which case the HSP should inform the Program Manager and Program Director as soon as possible). HSP is not required to disclose health details of their leave to the Program Manager or Program Director.	HSP should meet with their Program Manager regarding leave options. This form can be discussed and completed at that time. Requests (contacting HR with this completed form) should be initiated at least 30 days prior to the first day of leave, except for emergency events (in which case the HSP should inform the Program Manager and Program Director as soon as possible). HSP is not required to disclose health details of their leave to the Program Manager or Program Director.
Step 3	HSP must: <ol style="list-style-type: none"> 1. Contact ADP to initiate the FMLA request and submit the FMLA Certification Form to ADP within 20 days of requesting a new leave. 2. Complete this leave of absence form and submit it to your Program Manager. 2. If the request is for Creighton University parental leave, you are also required to fill out a Parental Leave Request Form and submit it to benefits@creighton.edu <p>Please see page 4 for leave definitions and rules.</p>	HSP must: <ol style="list-style-type: none"> 1. Contact ADP to initiate the Non-FML request and submit the Non-FML Request Form and Non-FML Certification Form to ADP. 2. Complete this request form and submit it to your Program Manager. <p>Please see page 4 for leave definitions and rules.</p>

Step 4	The Program Manager must forward this form to the GME Office (anaizochoa@creighton.edu) AND Creighton Benefits Department for approval any time an HSP intends to take a leave of absence for health-related reasons (for self or covered family member) in excess of 3 days or any amount of unpaid time. This notification should be provided promptly upon notice from the HSP. In the event that the HSP is not able to complete the form due to extenuating circumstances, the Program Manager will contact the GME Office and Creighton Benefits Department for support.	The Program Manager must forward this form to the GME Office (anaizochoa@creighton.edu) AND Creighton Benefits Department for approval any time an HSP intends to take a leave of absence for health-related reasons (for self or covered family member) in excess of 3 days or any amount of unpaid time. This notification should be provided promptly upon notice from the HSP. In the event that the HSP is not able to complete the form due to extenuating circumstances, the Program Manager will contact the GME Office and Creighton Benefits Department for support.
Step 5	ADP will review FMLA eligibility. Once ADP has made the determination, ADP will notify the HSP and GME whether the leave has been approved. Benefits will notify GME and HSP if the pay component of the leave should be granted.	ADP will review the Non-FML request and determine if it meets requirements. Benefits will refer to the GME Office for input as appropriate. ADP will notify the HSP and GME whether the leave has been approved. Benefits will notify GME and HSP if the pay component of the leave should be granted.
Step 6	If approved as a qualifying event, the Program Manager will enter the parental, sick, vacation or MPC assignment in NI Schedule and save the completed LOA form in the Files and Notes section of New Innovations.	If approved as a qualifying event, the Program Manager will enter in the sick, vacation or MPC assignment in NI Schedule and save the completed LOA form in the Files and Notes section of New Innovations.
Step 7	In the event HSP has exhausted all leave types and wishes to apply for unpaid leave (for extreme circumstances only), they must fill out the attached "Unpaid Leave Request". This leave normally must be approved by the DIO before leave is taken. Once informed of the unpaid leave, GME will submit an EAF to notify Payroll of any unpaid time.	In the event HSP has exhausted all leave types and wishes to apply for unpaid leave (for extreme circumstances only), they must fill out the attached "Unpaid Leave Request". This leave normally must be approved by the DIO before leave is taken. Once informed of the unpaid leave, GME will submit an EAF to notify Payroll of any unpaid time.
J1 visa holders	Complete form Required Notification of a Leave of Absence and email to TPL anaizochoa@creighton.edu for submission to the ECFMG.	Complete form Required Notification of a Leave of Absence and email to TPL anaizochoa@creighton.edu for submission to the ECFMG.
Extension	If the leave needs to be extended, a new certification form must be completed as needed and the FMLA request must be extended through ADP.	If the leave needs to be extended, a new certification form must be completed as needed and the Non-FML request must be extended through ADP.
Return to Work	HSP must submit the Creighton University Fitness for Duty Certification Form to Creighton Benefits Department at least 2 business days prior to their return to work from leave for their own serious health condition.	HSP must submit the Creighton University Fitness for Duty Certification Form to Creighton Benefits Department at least 2 business days prior to their return to work from leave for their own serious health condition.

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HSP Name		Program	
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Anticipated Dates for LOA	Start Date	End Date	Return to Work Date

(see next page for types of leave to be used here)

Type of Leave Requesting to Use (if using more than one type, use a separate line for each type)	Start Date	End Date
Choose One...		
Choose One...		
Choose One...		
Choose One...		

This section to be completed by Program Manager:

Number of absences previously used to date this Academic Year (all types of absences, including prior MPC leave, vacation, sick, etc.)	
Type of absence	Number of Days
Sick	
Vacation	
MPC	

By signing below, I understand this may extend my advancement/ graduation date/board eligibility as determined by program, ACGME or board requirements. It is my obligation to continue to work with my program to understand the impact of my absence on my progression.

HSP Signature		Date:	
Program Director Signature		Date:	
HR Signature		Date:	

Absence and Leave Definitions

Please refer to your program policy on “Leave” for how leave may extend your training period.

Family & Medical Leave Act (FMLA)	<p>Up to 12-weeks of unpaid, job protected leave to eligible HSP for the following reasons:</p> <ul style="list-style-type: none"> For a serious health condition that makes the HSP unable to perform the HSP’s job To care for the HSP's spouse, son or daughter, or parent, who has a serious health condition For incapacity due to pregnancy, prenatal medical care or childbirth To care for the HSP's child after birth, or placement for adoption or fostercare <p>FMLA runs concurrent with other pay components.</p>
Non-Qualified Medical Leave (Non-FML)	<p>In the event the HSP is ineligible for the Family Medical Leave Act (FMLA), the HSP may apply for Non-Qualified Medical Leave (Non-FML). While on Non-FML, the HSP's position is not protected by law. Non-FML offers leave to eligible HSP for the following reasons:</p> <ul style="list-style-type: none"> For a serious health condition that makes the HSP unable to perform the HSP’s job For incapacity due to pregnancy, prenatal medical care or childbirth <p>Non-FML requires medical documentation consistent with FMLA and must be approved by the GME office.</p> <p>Non-FML may only be used on a continuous basis, not intermittently.</p> <p>Non-FML runs concurrent with other pay components.</p>
Vacation Time	<p>Please refer to the HSP contract for the annual maximum amount of vacation leave. Programs may also have vacation specific policies due to Board Eligibility and RC requirements.</p>
Sick Time	<p>Sick leave is when a HSP takes time off because of personal illness, illness of an immediate family member when one's presence is necessary during an emergency situation or for doctor/dental appointments and to accompany dependent children or spouse when their presence is necessary. Use of sick leave for other reasons is a serious issue and not permitted. Please refer to the HSP contract for the annual maximum amount of sick leave. Only the unused portion for any academic year is eligible for use.</p>
University Paid Parental Leave	<p>To be eligible for parental leave, HSP must have been employed by the University in a benefit-eligible status during the entire 12-month period immediately prior to the birth or adoption of a child. HSP is eligible for up to 6-weeks of paid parental leave; this is in addition to vacation time and sick time, although it can be used in conjunction with either one (or both) to extend time.</p> <p>Parental Leave Policy</p>
Medical, Parental, and Caregiver (MPC) Leave	<p>HSP will be eligible for up to six (6) weeks (30 days) of paid MPC leave for qualifying reasons that are consistent with FMLA (regardless of eligibility under federal law for FMLA leave), at least once during the HSP’s time in the Program, starting the first day HSP reports to work in the Program.</p> <p>HSP’s six (6) weeks of MPC leave is available in addition to vacation and sick leave. Vacation and sick leave may be used prior to or after MPC leave in a contract year. HSP may not use MPC leave in the same year the HSP uses Parental Leave.</p> <p>This MPC leave benefit is only available once to HSP during their time in the Program. Should HSP complete this Program and continue to another Program sponsored by Creighton, HSP will again be eligible for MPC leave. All FMLA and other protected unpaid time may still be available to HSP for leave.</p> <p>All HSP leave must be approved by the program & HR and logged in New Innovations as: Duty Type: Other Leave, Assignment: MPC Leave</p>
Unpaid Leave	<p>Unpaid leave is unpaid time from duty. Paid leave must be exhausted prior to use. See GME Institutional Leave policy and the Unpaid Leave Request form for more information.</p>

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Unpaid Leave Request Form

Unpaid leave is not allowed except in extreme circumstances. The decision to grant unpaid leave can only be made by the Designated Institutional Official (DIO). The request must come from the Program Director or from the HSP after a documented conversation with the Program Director.

The DIO's decision will be made after input from Human Resources and is not appealable. In the event unpaid leave is granted, **paid leave must be exhausted prior to utilizing unpaid leave**. This leave normally must be approved by the DIO before leave is taken.

Benefits may not be available to the HSP during unpaid leave. An HSP with unpaid leave exceeding six months will be terminated and required to reapply for admission to their residency or fellowship program should they wish to resume their GME training. Unpaid leave in excess of six months also requires a notification to the specialty boards of an interrupted training period.

Please refer to the House Staff Agreement Contract and to the Program Director for additional program specific ACGME requirements for leave and eligibility for board testing.

By signing below, the HSP, Program Director and DIO acknowledge the approval of unpaid leave for the dates specified below. All parties understand the impact the above stated LOA will have on the HSP's advancement/graduation date, and all parties agree to fulfill their responsibilities in the training not met during the unpaid leave, if any. In any circumstances of discrepancy or conflict with the HSP contract and this document, the contract will govern.

Any changes or extensions to the leave dates below require a new Unpaid Leave Request. Unpaid leave approval by the DIO is limited to one month at a time. Unpaid Leave Requested Dates:

Dates for Requested UNPAID LOA	Start Date	End Date	Return to Work Date
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HSP Signature		Date	
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Program Director Signature		Date	
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DIO Signature		Date	
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HR Signature		Date	
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