

### PERSONAL LEAVE

Under certain circumstances, a resident/fellow may request an unpaid personal leave of absence for any reason not covered by another leave policy or after another leave ends and if the resident/fellow has exhausted or is not eligible to receive vacation or sick time. A personal leave for up to 30 days may also be granted as a medical or reasonable accommodation depending on the circumstances.

Unlike other leaves, which are required by law (family and medical, jury duty, military) a personal leave is within the sole discretion of the Program Director in consultation with the GME Office. The Program Director will take into consideration the reason for the leave, prior leaves, the needs of the program, as well as the length of the leave, in deciding if a leave will be granted and for how long. A personal leave request must be approved by the Program Director. The Graduate Medical Education designee must be notified as well.

A resident/fellow who requests and is granted an unpaid personal leave will not receive pay for the duration of said leave. Benefits that have not already been discontinued will continue for up to 30 days at the resident's/fellow's own cost. The resident/fellow will need to reimburse the Consortium for the benefit payroll deduction for the personal leave taken.

- When a resident/fellow requests such a leave of absence, the resident's/fellow's position may or may not be held.
- Should a resident/fellow take an unpaid leave of absence without appropriate notification and approval by the Program Director, the resident's/fellow's appointment with the UConn SOM and employment with the CAHC will be considered terminated.

Taking any leave (especially when multiple leaves or absences occur in the same contract year) may negatively impact time necessary to complete the program requirements for graduation as well as for Board eligibility (see "*Contract Extension Due to Leave*" policy). Any personal leave that goes beyond 12 weeks could result in the termination of the appointment with UConn SOM and the end of employment with CAHC. Residents/Fellows are responsible for understanding their Residency Review Committee/Program requirements for program completion as well as their Board requirements regarding Board eligibility, specifically as it relates to time away from their program.

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