

Title:	Vacation/Leave Policy	Index Number:	OBSTETRICS-Residency Program-003		
Scope of application:	Housestaff	Original:	Last Review:	Next Review:	
		14.05.2013	08.04.2019	08.04.2022	



1. Policy

- 1.1. The department's vacation/leave policy is based on compliance with the rules of the GME Office at AUBMC.
- 1.2. No vacation will be granted in June, the last two weeks of December and the first two weeks of January, without exceptional circumstances.
- 1.3. No more than one person from any rotation team can be off in a given week and generally no more than two total residents can be off per week unless special permission is granted.
- 1.4. For this system of civilized call to work, it is YOUR RESPONSIBILITY to request your vacation in WRITING to the Program Director at least **FOUR WEEKS** before the date (no exceptions allowed). If your vacation request is not made at least four weeks in advance, your request will be denied unless special circumstances exist.
- 1.5. **Parental Leave (as per GMEC policy)**
 - 1.5.1. Up to one week of paid leave will be granted following the birth or adoption of a child. Residents who plan to utilize parental leave are expected to notify their Program Director and Chief Resident, and complete the AUB Leave Request Form, as soon as they know they will need to use parental leave to facilitate appropriate scheduling. The period of time allocated for parental leave is in addition to allotted vacation and sick time.
- 1.6. **Maternity Leave (as per GMEC policy)**
 - 1.6.1. Length of leave and continuation of stipends and benefits
 - 1.6.1.1 Female residents will be entitled to eleven weeks (ten weeks Maternity Leave and 1 week Parental Leave) with full pay and benefits for an aggregate period preceding and immediately following delivery. In no case will such a resident be allowed to resume her work before five weeks from the date of delivery. A resident may with the approval of the Program Director or Department Chair be granted an additional period of leave without pay with full benefits prior to and/or following delivery. Refer to policy "**Effects of Leaves of Absence on Satisfying Criteria for Residency Program Completion**".
 - 1.6.2. Procedure for requesting leave
 - 1.6.2.1 Early (1st trimester) written notification will be given to the Program Director or his/her designee and the attached AUB Leave Request Form will be completed.
 - 1.6.3. Procedure for alteration of leave due to an unanticipated event or complicated delivery
 - 1.6.3.1 Complicated pregnancy or delivery will be handled through the American University of Beirut Medical Center's "**Sick Leave for Residents**" policy.
 - 1.6.4. Continuation of stipends and benefits if additional months of training are necessary to complete program requirements
 - 1.6.4.1 An extended appointment period with stipends and benefits will be granted as determined by the Program Director in consultation with the Assistant Dean for Graduate Medical Education/DIO.
 - 1.6.5. Continuation of leave beyond eight weeks
 - 1.6.5.1 If the resident wishes to extend maternity or parental leave, days will be charged to unused vacation. Further days will be

considered as leave without pay as per policy (**“Effects of Leaves of Absence on Satisfying Criteria for Residency Program Completion”**). Health benefits will be maintained under the same conditions as if the resident continued to work. If both parents are employed by the University, only the parent who is the primary caregiver will be eligible for extended leave beyond the eight weeks.

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2. Signatures

Reviewed and Concurred by	Name	Signature	Date
Professor and Chairperson, Department of Obstetrics and Gynecology	Anwar Nassar, MD		April 8, 2019
Associate Professor and Residency Program Director, Department of Obstetrics and Gynecology	Fadi Mirza, MD, FACOG		April 8, 2019