

Augusta University  
House Staff Policies and Procedures

Policy  
HS 7.0 Leave of Absence for House Staff

Source  
Graduate Medical Education Office

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1.0 Purpose

To describe the process for reporting a leave of absence and conditions for completing a GME Training Program at the Medical College of Georgia at Augusta University after a leave of absence

2.0 Procedure

The following procedures will be followed by Program Directors and House Staff in cases where House Staff request a leave of absence.

- 2.1 GME education and training in a Residency or Fellowship Program requires the experience of clinical work, formal instruction, reading, and discussion with other physicians, researchers, and applicable staff in order to master the body of knowledge relevant to each specialty/subspecialty and to facilitate the life-long learning involved in continuing as a competent physician and specialist. Leave of absence may impact the physician's ability to meet these requirements.
- 2.2 Since each Member of the American Board of Medical Specialties may have policies regarding absence from training and the impact that absences may have on Board eligibility of candidates and ACGME Review Committees may set specialty/subspecialty-specific requirements regarding limits on training length, House Staff who request leave(s) of absence(s) during their Residency or Fellowship will be reminded that they should communicate with their Program and Specialty Board to ensure that their total leave time does not exceed the maximum allowed by the Board or the ACGME. Program Directors must communicate with their House Staff detailing how a leave of absence may affect their ability to sit for Boards and graduate from the GME Program. A copy of this policy may serve as notification to the House Staff of this requirement. House Staff should also refer to their program-specific policies regarding promotion and leave.
- 2.3 Program Directors and Program Coordinators should review the House Staff's current leave allotment to ensure the leave of absence will not result in leave without pay (LWOP). See GME HS Policy 4.0. If there are questions, the Program should contact the GME Office. House Staff should be informed of the potential LWOP status.
- 2.4 The GME Office should be notified of any planned extended leave to ensure appropriate paperwork is completed, the Georgia Medical Board is notified if needed, ECFMG is notified if needed, and GME policies have been followed with appropriate documentation.
- 2.5 If applicable, House Staff should be referred to appropriate mental health service by the Program to include the Employee Faculty Assistance Program (EFAP).
- 2.6 Nothing in this policy requires Programs to grant an extended leave of absence passed the afforded leave as outlined in GME HS Policy 4.0. If a Program believes they cannot grant an extended leave of absence due to negative impact on the learning environment and/or funding capabilities, they should contact the GME Office for guidance. If the Program wishes to move to dismissal, House Staff are afforded due process pursuant to GME HS 13.0.
- 2.7 The Program Director must verify and certify (at the conclusion of the training program) on an official final evaluation that House Staff have demonstrated the knowledge, skills, and behaviors necessary to enter autonomous practice. Therefore, if a House Staff does not meet the requirements of the Board and/or the Program because of a leave of absence, the Program Director must indicate to the House Staff that additional training beyond the usual training period is required. Again, the Program Director will decide whether or not the House Staff may be allowed to continue training in the current Training Program depending on the House Staff's standing within the Program and the Program's ability to fund the extension. House Staff are afforded due process regardless pursuant to GME HS Policy 13.0. However, House Staff will not be given the opportunity to appeal non-promotion or non-graduation based on a leave of absence so long as this was explained to the House Staff and documented. House Staff can contact the DIO for clarification. The GME Office must be notified of delayed graduation for budget planning.

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1/13,10/14, 9/15,1/16, 2/17, 5/19, 6/19, 4/22, 1/23,5/24

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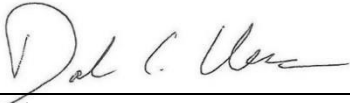
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2.8 The House Staff must be made aware of the above circumstances prior to taking any leave of absence.



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David Hess, M.D.  
Dean, Medical College of Georgia

5/20/24  
Date



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Natasha M. Savage, M.D.  
Senior Associate Dean, Graduate Medical Education and  
DIO

5/20/24  
Date