TITLE: Family and Medical Leave Act and Vermont's Parental and Family Leave Law

PURPOSE: To ensure compliance with state and federal laws and to provide support to residents/fellows requiring family/medical leave consistent with the federal Family and Medical Leave Act (FMLA) and Vermont’s Parental and Family Leave Law (VPFL).

POLICY STATEMENT: Residents/Fellows must adhere to UVM Medical Center policy titled “Family and Medical Leave” (HR-D-01 policy). Subject to the definitions and requirements provided in the policy, residents/fellows may request and may take up to 12 weeks of time off each year for the following reasons:

- The birth and subsequent care of a newborn;
- Placement of a child for adoption or foster care;
- Care for a spouse, child, parent, or parent-in-law with a serious health condition; or
- Their own serious health condition.

During the family/medical leave, residents/fellows receive specified benefits and job protections. Family/Medical leave is unpaid. However, residents/fellows may use vacation time or and/or may receive disability or Workers’ Compensation payments, if eligible.

PROCEDURE:

1. Eligibility
   a. To be eligible for these benefits, residents/fellows must have worked at UVM Medical Center for at least 12 months and at least 1,250 hours during the 12-month period immediately preceding the beginning of the leave.

2. Unpaid Leave
   a. Leave is unpaid but can be taken along with Short-Term Disability (GME-31 policy). In addition, residents/fellows can use all or a portion of their Vacation Time Off (GME – 30 policy). Use of paid leave does not extend the leave available under FMLA/ VPFL.

3. Notice Requirements
   a. Residents/Fellows must give reasonable notice to their program director of his/her intent to take a leave of absence. Residents/Fellows must follow UVM Medical Center process for requesting family/medical leave.
   b. As soon as reasonable, the program director or his/her designee must inform the GME office of the leave. The GME office requires the following actions related to a leave of absence.
      i. eMail the GME office with resident’s/fellow’s name, leave type, and best estimate for leave dates;
      ii. On the ‘Block Schedule’ in New Innovations, assign the resident/fellow to the GME LOA rotation for the duration of their absence;
      iii. In the ‘Confidential Notes’ section in New Innovations, summarize the following information:
         1. Leave type,
         2. Start and end date for the leave, and if applicable
            a. Dates for paid time off and/or
            b. Unpaid leave dates
         3. State whether an extension of training is necessary or unnecessary;
      iv. Update the ‘Training Record’ in New Innovations with ‘Add Leave of Absence’; and
      v. Update termination date in the New Innovations (if applicable).
c. When the resident/fellow returns from leave of absence, email the GME office with the resident/fellow name, return date, and, if applicable, the revised training end date.

**DEFINITIONS:** N/A

**RELATED POLICIES:**
- Termination of Employment, Policy A-10
- Short Term Disability Benefits, Policy C-03
- Long Term Disability Benefits, Policy C-04
- Supplemental Family and Medical Leave, Policy D-08
- On-The-Job Injuries, Policy G-05

**REFERENCES:** Vermont and Federal Family and Medical Leave Acts.

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