

# GME-7 Trainee Leave Policy Attachment

## Trainee Leave FAQs

### **What is the difference between the trainee Post-Graduate Year (PGY) year and the program academic year as it relates to the six-week paid leave benefit?**

*In most cases, the trainee's PGY-level will align with the academic year of the program (typically July 1 – June 30 for most programs). If a trainee is off-cycle, their training dates change and will not follow the exact dates of the program's standard academic year. This paid leave benefit is offered once per PGY year, which can be a different timeframe than the academic year.*

#### Example:

A trainee took a leave of absence that extended his training during his first year of residency and he needed to make up training time after he returned from his leave. His PGY-1 year was initially July 1, 2022 - June 30, 2023. With his training extension, he will finish his PGY-1 year on August 17, 2023. Therefore, his PGY-2 year is now August 18, 2023 – August 17, 2024. It is within this new PGY year that he can utilize the six-week paid leave benefit again, compared to the standard program academic year of July 1 – June 30.

### **Does GME paid leave have to be used all at one time, in one six-week block?**

*No, this leave can be split up throughout the year, in a minimum of one-week intervals.*

#### Example:

A trainee has an ailing father who needs assistance for a few months. She and her siblings are taking turns caring for their father. She takes two weeks of caregiver leave in February, two weeks of caregiver leave in March, and two weeks of caregiver leave in April.

### **Is it required to utilize the GME paid leave benefit at the first opportunity?**

*No, trainees may choose at which point in the year to take the GME Paid Leave benefit and for which type of leave.*

#### Example:

A trainee needs back surgery in August of his PGY-2 year. His wife is due to have a baby in February of his PGY-2 year. He may choose to utilize existing Short-Term Disability (STD) insurance benefits for his recovery period from back surgery in August and then utilize the GME Paid Leave benefit for his parental leave in February.

### **Does GME Paid Leave affect trainee PTO balances?**

*No, this leave benefit is offered in addition to the trainee's annual PTO allotment.*

#### Example:

A trainee takes a 12-week parental leave, utilizing STD insurance and six weeks of paid leave offered by GME. She has only used 1 week of PTO as the short-term disability 1-week waiting period and has two weeks of PTO remaining for the year. She may take the remaining two weeks of PTO, however, taking the PTO will likely result in an extension of training or a further extension of training, if her parental leave or previous leave already extended her training.

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**How can a trainee utilize short-term disability insurance and the GME Paid Leave benefit?**

*Short-term disability insurance is available for trainees who qualify, in addition to GME Paid Leave. Trainees cannot receive STD insurance payments while they receive the full six-week GME Paid Leave. STD must be used before the GME Paid Leave is used. Trainees can utilize a portion of the GME Paid Leave if their STD insurance payments do not equal 100 percent of their base pay. In that case, the trainee can use a portion of the GME Paid Leave to reach 100 percent of their pay during the STD portion of their leave.*

Example:

A trainee had a baby and plans to take a 12-week leave. Her STD insurance will allow for six weeks of leave for recovery time, paid at all or a portion of her base pay. She can also utilize the GME Paid Leave, but only after her STD benefits have ended. Below is a chart listing examples of the types of paid leave and the pay sources. There are many other allowable scenarios of how this leave can be taken; these are only a few examples.

	Weeks												
	1	2	3	4	5	6	7	8	9	10	11	12	
Caregiver Leave													
Parental Leave – non-birth parent													
Parental Leave – birth parent													

Short Term Disability Insurance

GME Paid Leave

**Can the six-week paid leave benefit be used to fulfill the STD waiting period?**

*Yes, the GME Paid Leave benefit can be used to fulfill the short-term disability waiting period if the employer benefits require it.*

Example:

A trainee is having a baby and plans to utilize both short-term disability insurance benefits and the GME Paid Leave. Her employer benefits require a one-week waiting period before STD benefits are available. She can use one week of her six-week GME Paid Leave to fulfill this requirement, or she may choose to use one week of her PTO.

**What happens if one single leave occurs between two different PGY years?**

*It is possible for a leave to cross over PGY years. If the leave will not extend training, the trainee will be promoted to the next PGY-level during their leave. The leave time will then be split between two different PGY years. If the leave extends training, the trainee will need to make up that time once they return from the leave, which extends their current PGY year/level.*

Example:

A trainee is taking a four-week caregiver leave in mid-June, at the end of his PGY-2 year. He is utilizing the GME Paid Leave benefit, and the leave will not cause a training extension. He will be promoted to the PGY-3 level on July 1, while still on leave. The four weeks of time away will be divided up between the two different PGY years, utilizing two weeks from each PGY year. This means that he will have four weeks of GME Paid Leave benefit remaining in his PGY-3 year.