

FELLOWSHIP PROGRAM IN PULMONARY & CRITICAL CARE MEDICINE
UCSF

POLICY FOR: LEAVE

Vacation Leave

Fellows at UCSF are entitled to 4 weeks of vacation each year. Vacation time does not accrue from year to year and must be scheduled and taken in the same academic year the vacation is earned. This policy also applies to the research years. All vacation time must be requested at the beginning of the academic year and vacation time should be arranged in 1-week chunks. Modifications from this policy must be cleared with the Program Director. Fellows are responsible for updating their service attendings and co-fellows at the beginning of the rotation if a vacation is coming up during the rotation.

Educational Leave

Each fellow is entitled to educational leave days, as a portion of the annual vacation leave days.

Our program values the participation and full attendance of all of our fellows attending the American Thoracic Society International Conference. Attending coverage will be arranged for on-service fellows to be able to attend the conference. All fellows receive a travel stipend for the ATS conference. Funding and leave for other conferences should be discussed with the primary research mentor and the Program Director.

Sick Leave

Each fellow is entitled to use up to twelve (12) days per academic year for personal illness or disability. In addition, any remaining vacation leave may be used to cover illness or disabilities, which exceed 12 days of sick leave. Should a fellow exhaust all paid time leave (sick and vacation), the fellow may be placed on an unpaid leave until the end of the illness or disability. The total length of the leave (paid and unpaid together) may not exceed four (4) calendar months unless expressly extended in writing by the Program Director. Unused Sick leave days (12) do not carry over from year to year. Absence from the training program may jeopardize approval status with the American Board.

Parental Leave

Fellows are entitled to parental leave for childbearing, adoption, and/or pregnancy-related disability. Per UCSF policy, all fellows are entitled to two

weeks of parental leave, in addition to the aforementioned 12 days of sick leave and 4 weeks of vacation leave to remain on full pay status for the initial period of the leave. Our program recognizes that this is a limited amount of time off, so please discuss your situation early with the Program Director to discuss timing of and planning for additional leave.

Fellows are entitled to extend their paid leave, but the total duration of the leave (paid and unpaid) may not exceed sixteen (16) calendar weeks, in order to preserve eligibility to sit for the American Board of Internal Medicine examinations. Fellows should discuss any questions or concerns about board examination timing with the Program Director. The fellow may be eligible to file a claim for long-term disability benefits to begin after a four-week waiting period. Forms are available at the office for Graduate Medical Education and in the HR Office of the Department of Medicine. During the portion of the leave with pay, the fellow will continue to receive the University's contribution to the insurance benefit plans. For purposes of Family and Medical Leave, the University shall continue its contribution for the fellow's health insurance benefits for 12 workweeks in a 12-month period.

Family and Medical Leave

A fellow may request from the Program Director family and medical leave for the birth of the fellow's own child, for the placement of an adopted or foster child with the fellow, for the fellow's own serious health condition, or for the serious health condition of the fellow's parent, spouse, or child. The duration of the family medical leave must conform to one's departmental and American Board requirements together with applicable state and federal law. (California Family Care and Medical Leave Act of 1993, and the Federal Family and Medical Leave Act of 1993).

Personal Leave

A fellow may request a personal leave of absence in order to attend personal matters of a serious, time-consuming nature. A personal leave, if granted from the Program Director, is unpaid and a fellow must use any remaining unused vacation leave at the beginning of the leave. The total duration of the personal leave (including paid and unpaid) may not exceed two (2) calendar months.

Benefit Status During Leave

During that portion of any leave of absence that is with pay, the fellow will continue to receive the University's contribution to the insurance benefit plans. While on unpaid leave, the fellow will be eligible to maintain insurance coverage for the remainder of the leave by reimbursing the University for the cost of the insurance. During the first 12 workweeks of Family and Medical Leave in a 12-

month period, the University shall continue its contribution for the fellow's health insurance benefits.

Please note: UCSF Clinical Fellows are not eligible for, nor covered by the State of California for short-term disability insurance.

Jury Duty

A Clinical Fellow who is called to Jury Duty or to Grand Jury Duty will not suffer a loss of regular pay for those days when one would otherwise be scheduled to perform their clinical duties. A Clinical Fellow is obligated to keep the Fellowship Program Director apprised of the status once a jury summons has been received. Only the court pursuant to the procedure outlined in the Jury Summons Notice can grant deferment or excused absence from jury service. Deferment or excused absence are generally not granted for inconvenience but may be granted for reasons of personal health or undue hardship, as determined on a case by case basis, by the court.

Make-up For Time on Leave

If extended leave results in the requirement for additional training in order to satisfy American Board requirements, the pay status for the additional training will be determined prior to the commencement of the make-up activity by the Department.