



HEALTH CARE AND SICK LEAVE POLICY FOR POSTDOCTORAL TRAINEES

I. POLICY

Self-care is an important component of professionalism; it is also a skill that must be learned and nurtured in the context of other aspects of residency and fellowship training. As such, postdoctoral trainees must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours.

It is the policy of The Johns Hopkins University to provide a reasonable amount of paid sick leave to Postdoctoral Trainees who are unable to work because of their own illness or injury and for routine health appointments. This policy is administered in coordination with Family and Medical Leave.

II. SICK LEAVE

A. Reporting

Postdoctoral Trainees are responsible for reporting all absences due to illness to the Training Program Director as soon as possible prior to the start of shifts for which they will be absent. Those illnesses which can be anticipated to last more than three days and are thought to qualify for Family Medical Leave must be reported to the Associate Dean for Graduate Medical Education or the Associate Dean for Postdoctoral Affairs by the Training Program Director.

B. Timing of health care appointments

Postdoctoral Trainees must be given the opportunity to attend health care appointments (such as those for medical, mental health, and dental care reasons) including those that are scheduled during their working hours, at times appropriate to their individual circumstances. Trainees are expected to attempt to schedule non-urgent appointments (e.g. routine dental care or preventive medical visits) during times that would minimize the impact of their absences on their patient care duties and educational experiences; however, if this is not possible, they should be permitted to miss work for such appointments. For non-urgent appointments, trainees should notify program leadership at least 5 weekdays prior to the appointment.

C. Leave maximum

The sum of Health Care and Sick leave will be granted with pay for a maximum of



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13 weeks. It may not exceed the termination date of the appointment. Such leave will be prorated appropriately for part-time Postdoctoral Trainees. For Postdoctoral Trainees whose regular funding source does not provide for paid leave, reference to paid leave, including sick leave, refers to the time allotment only and does not confer any right for paid leave unless provided by another source.

D. Return to work

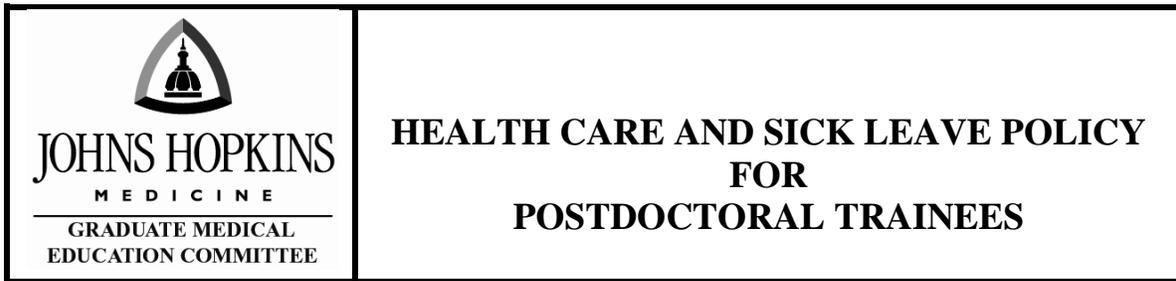
It is the responsibility of the program director to ensure that a Postdoctoral Trainee is fit to return to duty after an absence for illness of any kind. Trainees are not required to provide medical information to their program director. If the program director has a question about the trainee's fitness for duty, or if it is necessary to request verification from the treating medical, surgical, or mental health provider that the trainee is fit to return to work, the trainee will be referred to the Office of Occupational Health Services.

E. Family and Medical Leave

Paid sick leave granted under this policy runs concurrently with Family and Medical Leave. Postdoctoral Trainees who have completed 12 months of full time training are entitled up to 12 weeks of leave in a "rolling" 12 month period defined as a 12-month period measured backward from the date the trainee uses Family and Medical Leave for their own serious health condition lasting three or more days or other qualifying reason. The Training Program Director or his or her designee will utilize the "Family & Medical Leave Provisional Notification for Postdoctoral Trainees" form to notify a Postdoctoral Trainee who has indicated a need for Family and Medical Leave or when the School of Medicine becomes aware of a Postdoctoral Trainee's need for Family and Medical Leave that leave is provisionally granted and request the "Certification of Health Care Provider for Employee's Serious Health Condition". Certification Forms are completed by the treating medical provider and reviewed by the Office of Occupational Health Services, which makes the final determination of eligibility for Family and Medical Leave. Postdoctoral Trainees will be notified of the final determination. Benefits are maintained during Family and Medical Leave, and upon release by the health care provider the Postdoctoral Trainee is restored to his/her position. Additional instructions regarding Family and Medical Leave are outlined in the "Family & Medical Leave Provisional Notification".

F. Disability Benefits

Postdoctoral Trainees who are disabled for an extended period of time may be eligible for long-term disability benefits after 13 consecutive weeks of disability.



Applications for benefits are available from the Office of the Registrar. For additional information about the provisions of disability benefits, contact 410-614-3301.

III. DEPARTMENTAL DUTIES

A. Leave of absence

Each request for a leave of absence after 13 weeks of sick leave have been exhausted will be reviewed by the Training Program Director in consultation with the Associate Dean for Graduate Medical Education or the Associate Dean for Postdoctoral Programs and a decision will be made based upon the circumstances involved. The operational needs of the program will be given consideration.

B. Record Keeping

It is the responsibility of the Training Program Director to keep accurate records of the dates and explanations for leave, as well as the type of leave (e.g., sick or parental), so as to have adequate information for payroll records and for reporting to the appropriate Board for certification. The School of Medicine Registrar and Hospital Medical Staff Office should also be informed so that certificates may be accurately prepared.

C. Coverage for Absence

Each program must have a process for coverage, if necessary, for trainees attending health care appointments or who require sick leave.

D. Board requirements

The Training Program Director will determine whether or not the Postdoctoral Trainee will be required to spend additional time in training to compensate for the leave period and be eligible for certification for a full training year. That decision will be based upon the trainee's achievement of expected competence and requirements of the individual specialty Boards.