

University of Michigan
Department of Internal Medicine Residency Program

Leave of Absence Policy

Policy Statement/Purpose

The Internal Medicine Residency Program at the University of Michigan is committed to the health and well-being of all residents and their families, while striving toward the highest standards in education, research, and clinical care. To help reach these goals, and to achieve an optimal and equitable plan for all residents, we have developed this policy.

Procedures

1. The granting of a leave for any purpose must go through an official process that begins when the resident submits a request for leave in writing to the program director. As part of this process, discussion must occur between the Program Director and the resident regarding the impact of the leave on duration of training, rotations schedule, etc. The program director will provide written documentation to the resident. The GME office will be notified of all leaves and the impact on the training period.
2. The effect of the leave on completing the program will be documented in the program records and conveyed to the resident in writing.
 - A. Requesting a Leave of Absence. All requests should be submitted to the program director in writing. Leaves should be requested in a timely fashion, as circumstances dictate. As part of the approval process, discussion must occur between the program director and the resident regarding the impact of the leave on duration of training, call schedule, rotations schedule, etc. The program director will create a plan that will include any expected impact on duration of training. The program director will provide written documentation to the resident and the resident will then need to acknowledge receipt of this document.
 - B. Impact of Leave of Absence. The Program Director will determine the amount and type of training necessary to make up for Leaves of Absence in accordance with: Institutional requirements (See GME Policy), the requirements of the American Board of Internal Medicine, and the University of Michigan Internal Medicine Residency Program requirements. The Program Director, with the support of the House Officer Evaluations and Promotions Committee, retains final authority in determining whether individual residents have met the residency training requirements.
 - C. Official Approval. Once the leave is approved, this information will be conveyed to the GME Office and to the American Board of Internal Medicine.
 - D. Written Notification. The effect of the leave on completing the program will be documented in the program records and conveyed to the resident in writing.

A resident who believes that his/her request for a leave of absence has been unfairly denied or who has other concerns, may appeal the decision through the Department of Internal Medicine Grievance Policy.

Note: This policy is consistent with UMHS Institutional Graduate Medical Education Leave of Absence Policy (*GMEC-P-121.32805*).