

## **PULMONARY AND CRITICAL CARE MEDICINE FELLOWS LEAVE POLICY**

### **Annual Leave Policy**

All requests for annual leave must be submitted to the program coordinator, Sheryl Latenser and approved by the program director. Annual leave may be requested during research time or selected clinical rotations. Prior to requesting leave, the fellow should clear the request with their research mentor, the director of the elective or attending on the service at the time of anticipated leave.

### **Educational Leave Policy**

Fellows are entitled to five (5) days of paid educational leave per year as outlined in the house officers handbook. This leave may be used at any time but if the fellow is on a clinical service he/she must obtain permission from the Service attending and the program director to take leave. The fellow must fill out an Educational Leave Form available from the program coordinator and obtain the necessary signatures for approval. The program director may return them to the program secretary or the fellow may opt to do this. If leave is to be taken during a clinical rotation, it is the fellow's responsibility to obtain coverage. The chief fellow may be enlisted to help obtain the necessary coverage. Educational leave may be used to take board examinations but it does count against the five days available per year. Educational leave days are paid but this does not imply that the Division will pay for the educational activity.

### **Emergency Leave**

In the event of an emergency need, the program director may grant vacation leave with little or no advance notice, if in the opinion of the program director circumstances warrant.

### **Family Medical Leave**

See Maternity Policy.