

**Policy on Resident Leave of Absence
And the Effect on Program Completion
Graduate Medical Education Committee
Children's National Medical Center**

I. **Purpose**

This policy is designed to outline the effect a leave of absence may have on the completion of residency training.

II. **Policy**

At the discretion of the department chair or residency program director, a leave of absence may be approved for unusual personal situations provided the operational needs of the department are not adversely affected. Leave of absence is always unpaid leave, and must be requested in writing. All accrued vacation leave must be exhausted prior to a request for a leave of absence, unless the absence falls within the provisions of the Family & Medical Leave Acts. Eligibility for leave under the FMLA governs requests for periods of leave of absences for the birth or adoption of a child or the serious illness of self or a family member.

The effect of extended leave on the completion of the training program and the timing thereof is determined by the program director. It is required that the resident be provided with a written agreement of the make up time, and any effects on eligibility for specialty board examinations.

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