



**GRADUATE MEDICAL  
EDUCATION**

**POLICIES AND  
PROCEDURES**

**Policy Number: 4**

**Date Issued: 1994**

**Prior Revision Date: 7/2013**

**Date Revised: 6/2020**

## **Graduate Medical Education Leave of Absence Policy for Physicians in Approved Graduate Medical Education at Texas Health Resources**

- PURPOSE:** To define policy and procedure regarding leave of absence (LOA) for all residents and fellows (hereafter all will be referred to as trainees).
- SCOPE:** Applies to all trainees who are employed in approved ACGME-accredited graduate medical education training programs sponsored by Texas Health Resources and are placed in active payroll.
- PROVISIONS:**
- All trainees in approved ACGME-accredited graduate medical education programs sponsored by Texas Health resources fall under the guidelines of Texas Health Resources' (THR) Leave of Absence Policy.
- Additional requirements to trainees may apply in correspondence to their specific training program.
- Each ACGME-accredited training program, sponsored by THR, will provide its trainees with accurate information regarding impact on extended LOA upon the criteria for satisfactory completion of the program and upon the trainee's ability to participate in examination by the relative certifying board. Trainees may take a leave of absence for any of the approved reasons in the THR Leave of Absence policy. However, the trainee must extend training time to meet the minimum requirements for board certification in their corresponding specialty/subspecialty.
- The trainee must notify the training Program Director in writing as early as possible of the request for LOA in order for proper coverage of the trainee's assignment while on LOA and in order to determine the necessity for extending the trainees training period upon return from LOA.
- Vacation time may not be forfeited to reduce training time. *Please refer to THR's Policy and Procedure for Paid Time Off for more information*
- REFERENCES:** THR Human Resources policy on Leave of Absence  
THR's Policy and Procedure for Paid Time Off