Keywords: Clinical Fellows, Leave of Absence, LOA, Postdoctoral Research Fellows, Residents

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I. PURPOSE

This guide was developed based on the policies for and intended only for the use of residents, clinical fellows, and postdoctoral research fellows (referred to as trainees).

First, choose the type of leave you need to take, then follow these steps to make sure all requirements are addressed.

II. PROCESS

<table>
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<th>Definition</th>
<th>Parental Leave</th>
<th>Family Medical Leave</th>
<th>Non-Medical Leave</th>
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<tr>
<td></td>
<td>Paid leave provided for either parent (biological, adoptive, or surrogate parent, or the domestic or marital partner of a biological or adoptive parent), following the birth or placement of the child</td>
<td>Job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the [trainee] had not taken leave</td>
<td>A voluntary period of leave from the training program, taken without pay</td>
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<tr>
<td>Eligibility</td>
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<tr>
<td>- There is no waiting period required for the parental leave</td>
<td>- Must have completed 12 months of training to be eligible for the governmental FML program (<em>Note, SOM Health Care and Sick Policy for Postdoctoral Trainees provides 13 weeks of sick leave and does not require a waiting period for eligibility. Eligible FML runs concurrently with the SOM policy and does not provide additional leave</em>)</td>
<td></td>
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<tr>
<td>- FML requires one year of employment before you are eligible</td>
<td>Leave may be granted for:</td>
<td></td>
<td></td>
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<td></td>
<td>- A serious health condition that makes the employee unable to perform the essential functions of their job</td>
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<td></td>
<td>- To care for the employee's spouse, domestic partner, child, or parent who has a serious health condition</td>
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<td>- The birth of a child and to care for the newborn child within one year of birth</td>
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<tr>
<td></td>
<td>- The placement with the employee of a child for adoption or foster care and to care for the new child within one year of placement</td>
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<table>
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<tr>
<th>Amount of leave time provided</th>
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<tr>
<td>- 8 weeks, intended for continuous (not intermittent) leave</td>
<td>Up to 12 work weeks of leave in a rolling 12-month period.</td>
</tr>
<tr>
<td>- 8 weeks does not require the use of paid sick or vacation time</td>
<td>Varies, depending on circumstances of the request</td>
</tr>
<tr>
<td>- May be extended for a total of 12 weeks, concurrent with Family Medical Leave (FML), which may require the use of paid sick or vacation time</td>
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## Subject
Quick Reference Guide to the Process for taking a Leave of Absence

## Policy (ies) supporting this type of leave
- New Child Accommodations for Full-Time Graduate Students and Postdoctoral Trainees
- Health Care and Sick Leave Policy for Postdoctoral Trainees

## Health Care and Sick Leave Policy for Postdoctoral Trainees
- Whenever possible, the leave should be requested in advance of the need to take the leave
- In the event of an unplanned need to request FML, the trainee should notify their Program Director of Faculty Mentor as soon as possible

## Non-Medical Leave of Absence for Postdoctoral Trainees
- Must be negotiated with Program Director or Faculty Mentor

## Process for requesting leave
- Notify Program Director or Faculty Mentor as soon as you are aware you will need this type of leave

## Required Forms
- There are no required forms to request the 8 weeks of paid parental leave
- Within 15 days of birth or placement, parent must provide University (departmental HR) with a copy of one official document (birth certificate, hospital discharge papers, adoption paperwork, or pediatrician note)
- If requesting additional leave under FML, the Health Care Provider Certification Form will be required before the additional leave can be approved

## Upon the request to take FML, the Department (Program Director, Faculty Mentor, Administrator, or designed departmental administrative representative) will provide the trainee with:
- Notification letter outlining the due dates for the required documentation
- Forms for the healthcare provider to complete
- Where to submit the required documentation for approval of the FML

## Departmental Credentialing Staff must submit a “Change Form” to update the appointment status
**Impact on your pay, benefits, and appointment**

- 8 weeks of paid leave is guaranteed
- Additional leave (under FML) may be paid if allocation of paid sick leave or vacation time is available; otherwise, additional leave will be unpaid
- Your medical benefits will continue while you are on leave
- Once the child is born, or placed in your care, you must contact housestaffbenefits@jh.edu or PostDocBenefits@jhu.edu no later than 30 days following that date to add the child to your insurance.
- Total training time may be extended to make up for the time spent on leave;
- Parental leave may not be taken at the end of one’s academic appointment for the purpose of extending benefits eligibility
- Each Program Director/Faculty Mentor must provide accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon one's eligibility to participate in examinations by the relevant certifying board(s), if applicable.

- FML may be paid or unpaid, depending upon the balance of paid leave available to the trainee at the onset of the leave; or a combination of paid and unpaid leave
- All available paid leave must be exhausted prior to transitioning to an unpaid leave status
- Medical insurance will continue at the same level available at the onset of the leave for the duration of the leave
- Total training time may be extended to make up for the time spent on leave, but may not be taken at the end of one’s academic appointment for the purposes of extending benefits eligibility
- If this leave is for your own serious medical condition and you are not able to return to work after 13 weeks (1 week beyond FML), you may be eligible for long-term disability coverage; contact housestaffbenefits@jh.edu or PostDocBenefits@jhu.edu for more information.
- Each Program Director/Faculty Mentor must provide accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon one's eligibility to participate in examinations by the relevant certifying board(s), if applicable.

- This type of leave is without pay from JHU. Medical benefits may be purchased at the trainee’s expense through the School of Medicine’s Registrar’s Office
- Total training time may be extended to account for the time spent on non-medical leave
- Program Directors/Faculty Mentors are encouraged to reinstate trainees in good standing in the next available training position, however positions cannot be guaranteed for a voluntary interruption in appointment
- Each Program Director/Faculty Mentor must provide accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon one's eligibility to participate in examinations by the relevant certifying board(s), if applicable.
| Process to return from leave of absence | At least one week prior to your planned return date, contact your Program Director or Faculty Mentor to confirm your return (or to discuss options for extending the leave, if applicable).  
- If part of your leave was unpaid, follow up with your departmental HR/payroll contact to confirm your return to paid status | At least one week prior to your planned return date, contact your Program Director or Faculty Mentor to confirm your return (or to discuss options for extending the leave, if applicable).  
- If part of your leave was unpaid, follow up with your departmental HR/payroll contact to confirm your return to paid status  
- If you were on leave for your own serious medical condition, you will need to be cleared to return to work by the Office of Occupational Health Services | At least one month prior to your planned return date, contact your Program Director or Faculty Mentor to confirm your return to training. |
| Additional Resources | - Family and Caregiving Programs  
- Lactation Rooms | - FML Process for Postdoctoral Trainees  
- https://www.dol.gov/agencies/whd/fmla | |