



RESEARCH & EDUCATION FOUNDATION

<b>Policy:</b>	<b>Off-Campus and Leave Policy</b>	
<b>Effective Date:</b>	August 1, 2020	
<b>Approved By:</b>	GMEC Approval	July 20, 2020
	Hong Potomski, DIO & Executive Director	 <small>Hong Potomski (Aug 10, 2020 13:53 CDT)</small>

## AREF Fellowship Programs Off-Campus and Leave Policy

### Scope and Purpose

Fellows and Residents within the AREF Fellowship and Residency programs are not granted any paid time off. Accommodations are made for fellows to attend wellness appointments, including: mental health, health, dental and vision appointments during business hours. If a fellow requires an extended leave of absence, the Fellowship Director and leadership team will permit as required by the Accreditation Council for Graduate Medical Education (ACGME) and other federal or state mandates.

### Off-Campus Requests

1. An off-campus request form is required prior to any off-campus activity, including conferences, lectures, Jury Duty, leave of absences, etc.
2. The form must be completed by the Fellow/Resident, signed by the attending physician signature and then approved by the Fellowship Manager.
3. Once received, the Manager will obtain the Executive Director signature and notify the Fellow/Resident of approval or denial

### Jury Duty

1. AREF will allow all Fellows/Residents to attend Jury Duty as required by the law.

### Leave of Absences

1. AREF will allow leave to the extent required by the ACGME and applicable laws related to, but not limited to parental leave, illness, family emergencies, fatigue.
  - a. If an extended leave is required, the Fatigue Mitigation & Transition of Care policy will be implemented to ensure patient coverage and Fellow/Resident wellness.
  - b. This policy will be implemented without fear of negative consequence for the fellow/resident unable to provide work.
  - c. As required by the ACGME, the Program Director has sole discretion to determine if a Leave of Absence affects the affected Fellow's education and readiness to practice independently. The Program Director may determine to extend the Fellow's program to ensure readiness for fellowship completion.





# Policy - AREF GME Off-Campus and Leave Policy

Final Audit Report

2020-08-10

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