



028_GMEC_Policy on Marriage and Compassionate Leaves for Residents

Title:	Policy on Marriage and Compassionate Leaves for Residents	Index Number:	FM-GMEC-028		
Scope of application:	All Graduate Medical Education (GME) Programs	Original Date:	Reviewed on:	Next Review Date:	
		19.11.2014	15.01.2024	15.01.2024	

1. **Marriage Leave**

- 1.1. Residents are eligible for a one-time three days leave with full pay for marriage.
- 1.2. Residents must submit the marriage leave request, in writing, using the AUB Leave Request Form as far in advance as possible to the Program Director for approval.
- 1.3. Upon their return, residents must provide a copy of their marriage certificate and the family extract of records to the Program Coordinator for records. The Program Coordinator will forward copies of the certificates to the GME Office and Department of the Human Resources-Campus.

2. **Compassionate Leave**

- 2.1. Residents are eligible to receive time off with pay in the event of the death of a family member to attend the funeral, make arrangements or take care of other matters related to the death.
- 2.2. Residents may, upon request, be granted compassionate leave with pay up to:
 - 2.2.1. three days in case of death of a parent, sibling, spouse or child
 - 2.2.2. two days in case of death a grandparent, grandchild, or parent-in-law
- 2.3. Residents are responsible for immediately notifying the Program Director if a death in the family occurs.
- 2.4. Residents are required to fill out AUB Leave Request Form in addition to providing an obituary or a document that certifies that the death has occurred to the Program Coordinator for records. The Program Coordinator will forward copies of the certificate to the GME Office and Department of the Human Resources-Campus.



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3. Effect of Leave of Absence

- 3.1. Residents should be aware that any leave, including marriage or compassionate leave, may require extension of their period of training to satisfy the criteria for completion of their GME training program.
- 3.2. The effect of any leave of absence on satisfying criteria for residency program completion will be determined pursuant to each program's policy on "Effects of Leaves of Absence on Satisfying Criteria for Residency Program Completion".

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4. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024