

**007\_GMEC\_Parental Maternity & Adoption  
Leave for Residents**

Title:	<b>Parental, Maternity Leave and Adoption Leave for Residents</b>	Index Number:	<b>FM-GMEC-007</b>		
Scope of application:	<b>All Graduate Medical Education (GME) Programs</b>	Original Date:	Reviewed on:	Next Review Date:	
		<b>16.12.2005</b>	<b>15.01.2024</b>	<b>15.01.2027</b>	

## 1. Parental Leave

Up to one week of paid leave will be granted following the birth or adoption of a child. Residents who plan to utilize parental leave are expected to notify their Program Director and Chief Resident, and complete the attached AUB Leave Request Form, as soon as they know they will need to use parental leave to facilitate appropriate scheduling. The period of time allocated for parental leave is in addition to allotted vacation and sick time.

## 2. Maternity Leave

### 2.1 Length of Leave and Continuation of Stipends and Benefits

Female residents will be entitled to eleven weeks (ten weeks Maternity Leave and 1 week Parental Leave) with full pay and benefits for an aggregate period preceding and immediately following delivery. In no case will such a resident be allowed to resume her work before five weeks from the date of delivery. A resident may with the approval of the Program Director or Department Chair be granted an additional period of leave without pay with full benefits prior to and/or following delivery. (Refer to policy "Effects of Leaves of Absence on Satisfying Criteria for Residency Program Completion")

### 2.2 Procedure for requesting leave

Early (1st trimester) written notification will be given to the Program Director or his/her designee and the attached AUB Leave Request Form will be completed.

### 2.3 Procedure for alteration of leave due to an unanticipated event or complicated delivery

Complicated pregnancy or delivery will be handled through the American University of Beirut Medical Center's "Sick Leave for Residents" policy.

### 2.4 Continuation of stipends and benefits if additional months of training are necessary to complete program requirements.

An extended appointment period with stipends and benefits will be granted as determined by the Program Director in consultation with the Assistant Dean for Graduate Medical Education/DIO.

### 2.5 Continuation of leave beyond eleven weeks

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If the resident wishes to extend maternity or parental leave, days will be charged to unused vacation. Further days will be considered as leave without pay as per policy ("Effects of Leaves of Absence on Satisfying Criteria for Residency Program Completion"). Health benefits will be maintained under the same conditions as if the resident continued to work. If both parents are employed by the University, only the parent who is the primary caregiver will be eligible for extended leave beyond the eleven weeks.

### 3. Adoption Leave

Following the adoption of a child, a parent who is the primary caregiver for the child will be given a six week leave with pay. (Five weeks are allocated to adoption leave and one week is parental leave.) If both parents are employed by the American University of Beirut, only the parent who is the primary caregiver will be given the six-week paid leave. The other parent is eligible for one week of paid parental leave. Residents who plan to utilize adoption leave are expected to notify their Program Director or Department Chair, and complete the attached AUB Leave Request Form, as soon as possible to facilitate scheduling. If a resident wishes to extend adoption beyond six weeks this leave will be charged to vacation and then to leave without pay (Refer to policy "Effects of Leaves of Absence on Satisfying Criteria for Residency Program Completion"). Health benefits will be maintained under the same conditions as if the resident continued to work. If both parents are employed by the American University of Beirut, only the parent who is the primary caregiver will be eligible for extended leave following the adoption of a child.



### 4. Effects of Leave

The effect of any leave of absence on satisfying criteria for residency program completion will be determined pursuant to the "Effects of Leaves of Absence on Satisfying Criteria for Residency Program Completion" policy.

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5. 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