

Title: Sick Leave for Residents	Index Number: FM-GMEC-006
Scope of application: All Graduate Medical Education (GME) Programs	Original Date: 17.11.2005 Reviewed on: 15.01.2024 Next Review Date: 15.01.2027

1. Policy

It is the policy of the American University of Beirut Medical Center to provide a reasonable amount of paid sick leave to Residents who are unable to work because of their own illness or injury.

2. Sick Leave

2.1. Reporting

All illnesses of Residents should be reported to the Program Director. Leave for anticipated illnesses, sick leave over two weeks, or extended leave must be requested, in writing, using the AUB Leave Request Form. Those illnesses which can be anticipated to last more than two weeks should be reported in writing to the Assistant Dean for Graduate Medical Education/DIO by the Program Director. Such illness requires evaluation by the attending physician.

2.2. Leave over two weeks

A resident can be placed on paid sick leave in excess of two consecutive weeks (in one academic year) only by the treating physician. Such leave also requires the approval of the Program Director.

2.3. Extended Leave

Unused vacation time will be used to cover the extended sick leave that is beyond 2 weeks. Should the needed time exceed the accrued vacation time, then the resident will have to take a leave of absence without pay after approval of the Program Director and Assistant Dean for Graduate Medical Education/DIO. A letter stating the nature of the illness and the reason for the requested extension of sick leave must be provided by the treating physician and the resident must compensate for this time before graduation.

3. Departmental Duties

3.1. Leave of Absence

Each request for a leave of absence after 2 weeks of sick leave have been exhausted will be reviewed by the Program Director in consultation with the Assistant Dean for Graduate Medical Education/DIO and a decision made based upon the circumstances involved. The personnel needs of the department will be given primary consideration.

3.2. Record Keeping



It is the responsibility of the Program Director to keep accurate records of training status so as to have adequate information for Board Certification. The Assistant Dean for Graduate Medical Education/DIO should be informed and keep records.

3.3. Effect of Leaves of Absence

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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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