Effective: July 1, 2022

Process: Employee should be notified to reach out to HRMFMLA@lsuhsc.edu to begin the FMLA process (regardless of years of service). Coordinators should also communicate to the HRM distribution list when they are notified of extended leave being taken. Determining eligibility for FMLA will also allow the determination for eligibility of ACGME leave. An employees FMLA and/or ACGME entitlement may run concurrently to one another. Like FMLA, ACGME can be designated once the eligibility is determined regardless of the House Officers request.

**Informational Facts:**

* Human Resource Management determines eligibility, the program coordinators track the leave
* ACGME leave is for an extended medical, parental or caregiver approved leave
	+ Extended medical is considered three (3) days or more for the same reason
* ACGME leave requirement allows a House Officer up to six (6) weeks of approved paid leave due to extended medical, parental or caregiver leave
	+ A House Officer may be eligible for one (1) additional week of personal leave
* House Officers receive fourteen (14) days (including weekends) of paid sick leave per year
	+ Sick leave may be used for a House Officer of immediate family member defined as a spouse, parent, or child of the House Officer
* House Officers (PGYI) receive twenty-one (21) days (including weekends) of non-cumulative vacation leave per year. House Officers (PGYII) receive twenty-eight (28) days (including weekends) of non-cumulative vacation leave per year
* A House Officer is eligible for ACGME one (1) time per program
* ACGME can be designated by Human Resource Management and does not require a House Officer to request
* ACGME can be taken in a lump sum of time, segment of time or intermittently; the accumulation is a total of six (6) weeks

**Scenario- PG1 going out for birth of child**

1. A PG1 is pregnant and will be going out in October for the birth of the child. The PG1 will work with HRMFMLA@lsuhsc.edu to begin the FMLA process. The individual is determined to not be eligible for FMLA, but would qualify for ACGME leave (under extended medical) based on the documentation received. Human Resource Management will notify the coordinator of this eligibility. The PG1 does not need to request the ACGME leave, but the leave will be designated ACGME based on the documents received. The PG1 who has used zero (0) days prior to going out will utilize their fourteen (14) days of sick + twenty-one (21) days of vacation + seven (7) additional days/one (1) week of ACGME leave to total the six (6) weeks of eligible ACGME leave. Remember, sick and vacation leave will run concurrently with the ACGME entitlement. Due to the PG1 exhausting all of their leave due to their pregnancy, they will be entitled to an additional seven (7) days of paid personal leave to be used outside of the ACGME leave.
	* 1. In the above scenario, the PG1 can hold the additional seven (7) days of personal leave to use later within their program or they have the option to use that week for bonding (another ACGME qualifying event) and can use that additional week once recovery time is over.
	1. Using the same PG1 as above, however the House Officer took a total of seven (7) days of annual leave between July and October. The PG1 would be entitled to their fourteen (14) days of sick + fourteen (14) remaining days of vacation + fourteen (14) days of ACGME leave to total the six (6) weeks of eligible ACGME leave. The PG1 would not receive the additional seven (7) days of leave as they had taken seven (7) days of vacation leave outside of the qualifying event.

**Scenario- PGII going out for birth of child**

1. A PG11 is pregnant and will be going out in February for the birth of the child. The PG11 will work with HRMFMLA@lsuhsc.edu to begin the FMLA process. The individual is determined to be eligible for FMLA and qualifies for ACGME leave (under extended medical) based on the documentation received. Human Resource Management will notify the coordinator of this eligibility. The PG11 does not need to request the ACGME leave, but the leave will be designated ACGME based on the documents received and run concurrently with their FMLA entitlement. The PG11 who has used zero (0) days prior to going out will utilize their fourteen (14) days of sick + twenty-eight (28) days of vacation to total the six (6) weeks of eligible ACGME leave. Remember, sick and vacation leave will run concurrently with the ACGME entitlement. Due to the PG11 exhausting all of their leave due to their pregnancy, they will be entitled to an additional seven (7) days of paid personal leave to be used outside of the ACGME leave.
	1. Using the same PG11 as above, however the House Officer took a total of seven (7) days of annual leave between July and February. The PG11 would be entitled to their fourteen (14) days of sick + twenty-one (21) remaining days of vacation + seven (7) days of ACGME leave to total the six (6) weeks of eligible ACGME leave. The PG11 would not receive the additional seven (7) days of leave as they had taken seven (7) days of vacation leave outside of the qualifying event.

**Scenario- Request for paternity leave**

1. A House Officer is requesting paternity leave for the recent birth of their child. The House Officer will work with HRMFMLA@lsuhsc.edu to begin the FMLA process. The individual is determined to not be eligible for FMLA, but would qualify for ACGME leave (under parental leave) based on the documentation received. Human Resource Management will notify the coordinator of this eligibility. The House Officer can only exhaust their vacation leave, paternity leave is not an eligible reason for the use of sick leave.
	1. A PG1 will exhaust their twenty-one (21) days of vacation and receive twenty-one (21) days of ACGME for a total of 6 weeks under ACGME parental leave.
		1. If the PG1 used ten (10) days of vacation prior to their paternity leave, they would then be required to use their remaining eleven (11) days of vacation and receive twenty-one (21) days of ACGME leave for a total of six (6) weeks of parental leave.

The House Officer will still have fourteen (14) days of sick that has not be used.

**Scenario- Request for caretake and parental leave**

1. A House Officer is requesting both caretaker leave (for the recovery of their spouse) and parental leave (bonding with the child). The House Officer will work with HRMFMLA@lsuhsc.edu to begin the FMLA process. The individual is determined to be eligible for FMLA (caregiver leave) and would qualify for ACGME leave (under both caregiver and parental leave) based on the documentation received. Human Resource Management will notify the coordinator of this eligibility. The House Officer would be eligible to take their fourteen (14) days of sick leave due to the caretaker leave. The House Officer would only be eligible for the six (6) weeks of ACGME one time, they would not be eligible under each of the qualifying events.
	1. Due to the House Officer being eligible for FMLA, the House Officer may be eligible for additional UNPAID leave once their sick, vacation and ACGME leave is exhausted.

**Scenario- Intermittent Caregiver**

1. The House Officer will work with HRMFMLA@lsuhsc.edu to begin the FMLA process. The individual is determined to not be eligible for FMLA, but does qualify for ACGME leave (under caregiver) based on the documentation received. Human Resource Management will notify the coordinator of this eligibility. The House Officer will use their available sick + vacation hours and notify the program coordinator that their absences are related to their “intermittent leave”. The coordinator will track the ACGME entitlement concurrently with the leave requested to reduce their ACGME entitlement.

**Scenario- Designating previous time used as ACGME**

1. Thoughts on a scenario?

**Scenario- Approved ACGME leave crosses academic year**

1. A House Officer is in a program that extends through multiple Academic Years.
	1. A House Officer requests seven (7) days of vacation in December. In June, the House Officer notifies their program coordinator that they need time off for an extended medical leave which would take place the 3rd week of June. The House Officer will work with HRMFMLA@lsuhsc.edu to begin the FMLA process. The individual is determined to be eligible for FMLA and will qualify for ACGME leave (under extended medical) based on the documentation received. Human Resource Management will notify the coordinator of this eligibility. The House Officer is eligible to use their fourteen (14) days of sick which counts towards their six (6) weeks of ACGME entitlement. July 1st the House Officer receives their new leave allotment and will be required to use their newly acquired time towards their ACGME entitlement. The House Officer is on leave through the end of July and returns the 1st of August. The House Officer has used fourteen (14) days of sick leave + fourteen (14) days of vacation for a total of six (6) weeks of ACGME within the program. The House Officer has exhausted their ACGME leave for the remainder of the program.