

UIC Internal Medicine Family Leave Policy

Updated September 1, 2022

Purpose

When residents are supported during the time surrounding new parenthood, both home and work activities are enhanced. The health of both parent and child benefit from supportive family leave policies. In providing our residents with a comprehensive plan for protected family leave, we are fostering a culture of personal growth and happiness.

Details of Time Permitted

Residents accrue 24 paid sick days per academic year which carry over. Residents are entitled to 4 weeks of vacation per year which do not carry over. You may use a combination of sick and vacation days to continue to get paid during your time away from work. Additional time can be taken as unpaid leave. You are requested to meet with the Program Director, Dr. Adam Mikolajczyk, or an Associate Program Director before and after your leave to answer any questions and develop a plan that works for you and your family.

Completion of Program, Board Certification, and Fellowship

The American Board of Internal Medicine requires 36 months of training in order to sit for your board certification exam. They do not allow forgoing vacation time in order to accomplish this. However, they do allow the Program Director to lessen the requirement to 34.75 months if performance has been satisfactory. If you take more than five weeks of leave (other than your vacation time) this will have to be made up at the end of your residency. If you complete your training by August 31st, you can sit for your certifying exam that year. If you do not complete your training before the beginning of your planned fellowship, you should discuss with your Fellowship Program Director about delaying your start date.

Planning Your Leave

You are requested to meet with Dr. Mikolajczyk or with an Associate Program Director and the scheduling Chief Resident to plan your schedule. You are not to be on an inpatient service, back-up or do any overnight shifts once the pregnancy reaches 36 weeks. You will not be on an inpatient service, back-up or any overnight shifts for your first 4 weeks upon returning from leave. Clinic and SMOD (Specialty Medicine on Duty) shifts can be rearranged so they do not need to be completed while on leave. We strongly recommend a new mother take a minimum of 6 weeks leave, with 12 weeks being more in-line with what other residents and faculty have found to work for them.

Return Back After Family Leave

If maternity leave was taken, a clinic slot in the AM and another in the PM will be automatically blocked for pumping. If you are not breastfeeding, please notify the program upon your return. You have the right for the same protected time when on inpatient and other clinic based services, as well as access to clearly assigned mother's rooms (JBVA: BT 4614/DP 6476, UIH: CSN 4th FL/OCC 2nd FL/ hospital 4120) and designated refrigerators for same. You also have the option to live stream noon conference if pumping during the noon hour so as to not lose your protected time for education. If there is any confusion about this among supervising residents or faculty, please notify Dr. Mikolajczyk or one of the Associate Program Directors

Things to consider

- Four-week parenting elective
- Two-week narrative medicine elective
- Some residents have found it helpful to move rotations with night / weekend responsibilities to before their leave depending on their childcare arrangements
- Even though there are mother's rooms at our sites, some residents find it easiest to pump in an empty clinic room or office in the OCC

Resident Leave Planning Document

Resident taking family leave: _____

Planned leave start date: _____

Planned leave end date: _____

Duration of leave: _____

Composition of leave: suggested leave is 12 weeks. Please use the spaces after the listed two week blocks if your leave is to extend beyond that.

- Weeks 1-2: _____
- Weeks 3-4: _____
- Weeks 5-6: _____
- Weeks 7-8: _____
- Weeks 9-10: _____
- Weeks 11-12: _____
- _____
- _____
- Return Week 1-2: _____
- Return Week 3-4: _____

Resident Signature & Date: _____

Faculty Signature & Date: _____

Program Director: Adam Mikolajczyk, MD

Associate Program Directors: Alana Biggers, MD; Ashley Binder, MD; Scott Borgetti, MD; Chris Fernandes, MD; Patrick Godwin, MD; Colin Goodman, MD; Rachael King, MD; Alfredo Mena Lora, MD; Anne Polick, MD; Stefan Tcherndrinski, MD; Fred Zar, MD