

Resident/Fellow Parental, Medical and Caregiver Leave

2023 FAQs

Resident/Fellows may be eligible for Medical, Parental and Caregiver Leave, which provides up to six (6) weeks of paid leave for qualifying reasons.

Below you will find a list of frequently asked questions. You can scroll through, click on a topic from the table of contents, or search the entire document. If you still have questions about this leave program after reviewing these FAQs, please contact the Absence Center at **844-511-5762** Monday – Friday from 7a.m. to 7 p.m. CST.

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ELIGIBILITY

Q. Who is eligible for this paid leave program?

This program is available to all benefit-eligible Residents or Fellows.

Q. Is there a waiting period required before I can apply for this program?

No, you may apply immediately upon hire—there is no waiting period.

Q. What are the qualifying reasons for leave?

Residents/Fellows may request a leave under this program for the following reasons:

- **Medical** – due to your own serious health condition
- **Parental** – for the birth of a child or placement of a child for adoption or foster care, and/or to bond with your newborn or newly-placed child
- **Caregiver** – to care for your spouse, child or parent with a serious health condition.

DURATION

Q. How much paid time do I have available under this program?

This program provides up to 6 weeks of paid leave and will run concurrently with any additional leave programs (e.g., Family Medical Leave Act (“FMLA”), Company Medical Leave, etc.

Q. What if I use less than the 6 weeks of leave that is provided under this program?

If a single leave claim is less than six (6) weeks, you may apply for leave again under this program, up to a total of six weeks.

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Note: Up to two (2) weeks of accrued Paid Time Off (PTO) and/or Extended Illness Bank (EIB), if applicable, will be used to supplement pay. See the “Pay While on a Leave” section for more information.

Q. If I exhaust my 6 weeks of paid leave under this program and I require additional time off, am I still eligible to continue my leave of absence and apply for short-term disability?

Yes, if you have exhausted your paid leave under this program and you meet the eligibility requirements to continue your leave of absence, you may remain out and apply for short-term disability. See the [Leave of Absence policy](#) for more information.

Q. If I use my paid leave under this program and require another leave of absence later, will I be eligible to apply again for a leave of absence and/or short-term disability?

Yes, if you have exhausted your paid leave under this program and you meet the eligibility requirements, you may apply for other leaves of absence and/or short-term disability in the future. See the [Leave of Absence policy](#) for more information.

Q. If I exhaust 6 weeks of leave during my residency program and then transition to a fellowship, will my eligibility reset?

Yes, if you complete your residency and begin a new program as a Fellow, you will be eligible to apply for leave under this program again.

Q. Can the paid leave under this program be taken intermittently?

No, paid leave under this program will only apply to a continuous leave of absence. See the [Leave of Absence policy](#) for more information intermittent leave available through Family Medical Leave Act (FMLA).

APPLYING FOR LEAVE

Q. How do I request a leave of absence under this program?

Residents/Fellows seeking a leave of absence should contact the BSWH Absence Center (contact information below) as well as notify your Program Director/Administrator.

- Call the BSWH Absence Center at 844-511-5762 Monday – Friday from 7a.m. to 7 p.m. CST
- Use the self-service portal available at www.mysedgwick.com/bswh.

Q. How much notice should I provide when needing a leave of absence?

You should provide at least (30) days advance notice of your proposed leave. When advance notice is not possible, notice should be given as soon as practicable.

PAY WHILE ON LEAVE

Q. Will I receive pay while on a Resident/Fellow leave of absence?

This program provides up to 6 weeks of paid leave, which is paired with your available time off balances. The below chart provides additional details on how you will be paid:

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If you are enrolled in short-term disability:

Enrolled in STD	Leave Type	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	Medical (Self)	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Maternity	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Parental (non-birthing parent)	Paid Leave	Paid Leave	Paid Leave	PTO	PTO	Paid Leave
	Adoption	Paid Leave	Paid Leave	Paid Leave	PTO	PTO	Paid Leave
	Caregiver	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave

If additional medical leave is needed beyond the 6 weeks provided under this program, you may be eligible for pay under our short-term disability program.

If you are NOT enrolled in short-term disability:

Not enrolled in STD	Leave Type	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	Medical (Self)	EIB or PTO	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Maternity	EIB or PTO	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Parental (non-birthing parent)	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Adoption	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Caregiver	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave

If additional medical leave is needed beyond the 6 weeks provided under this program, your available EIB or PTO would be applied to your absences until it is exhausted. Once exhausted, your time off would be unpaid.

Q. How will I be paid if I am out less than 6 weeks?

If your leave is less than 6 weeks, you may reference the charts above for only the number of weeks you will be out. For example, if you are out for 3 weeks, you would look at the Weeks 1 through 3 columns only.

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BENEFITS WHILE ON LEAVE

Q. What will happen to my benefits while I'm on a leave of absence?

While you are on a paid leave of absence under this program, your benefit premiums will continue to deduct from your paycheck and coverage will continue.

Should you need additional time off beyond the 6 weeks of paid time provided under this program and you exhaust all available time off balance(s) (i.e. no longer receiving a paycheck), you will be billed for benefit premiums by Optum, our Direct Bill vendor.