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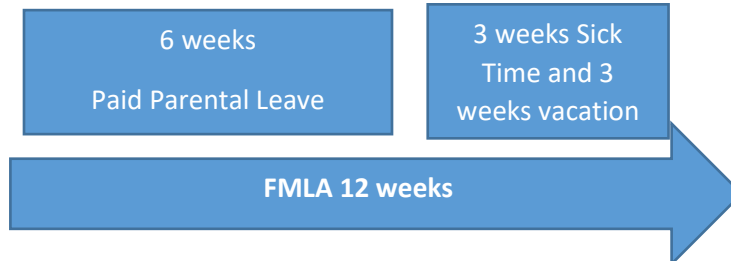
# GME Resident/Fellow Parental Leave Information

## Who is eligible for paid parental leave?

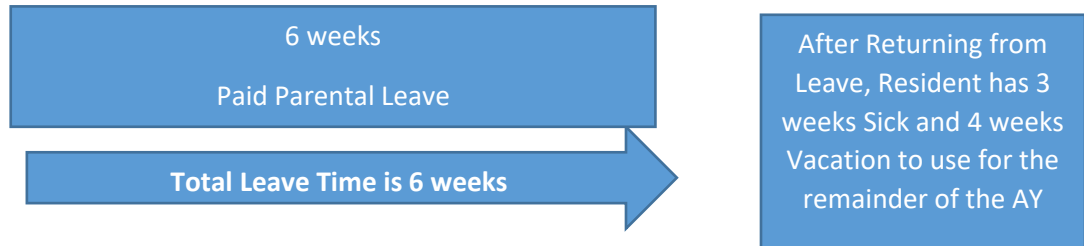
- GME Residents and Fellows (**benefit class 07**) who have been employed at UAB/UAB Medicine for six months are eligible for UAB/UAB Medicine Paid Parental Leave and can receive 6 weeks of paid parental leave.
- Effective July 1, 2025, Paid Parental Leave may be taken prior to being eligible for FMLA. Paid Parental Leave counts toward the 12 work week FMLA entitlement once a resident/fellow becomes eligible for FMLA.
  - **FMLA Eligibility:** Available to residents/fellows employed for at least 12 months with 1,250 worked hours.
- GME Sick Leave Donation: A resident/fellow can **voluntarily** donate up to one week per academic year to another resident/fellow in the same program.

## Examples – Birthing Parent

**Example 1:** GME Resident (**birthing parent**) wants to **take 12 weeks** for the birth of the newborn. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time.



**Example 2:** GME Resident (**birthing parent**) wants to take **less than 12 weeks - 6 weeks in this example** for the birth of the newborn. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time.



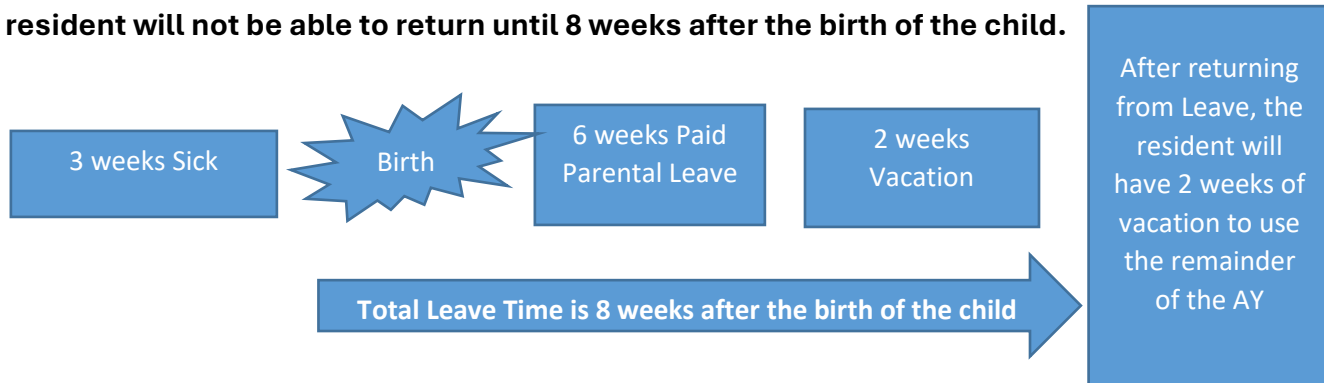
**Example 3:** GME Resident (**birthing parent**) wants to take **less than 12 weeks - 8 weeks in this example** for the birth of the newborn. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time.



**Example 4:** GME Resident (**birthing parent**) wants to take **less than 12 weeks - 10 weeks in this example** for the birth of the newborn. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time.

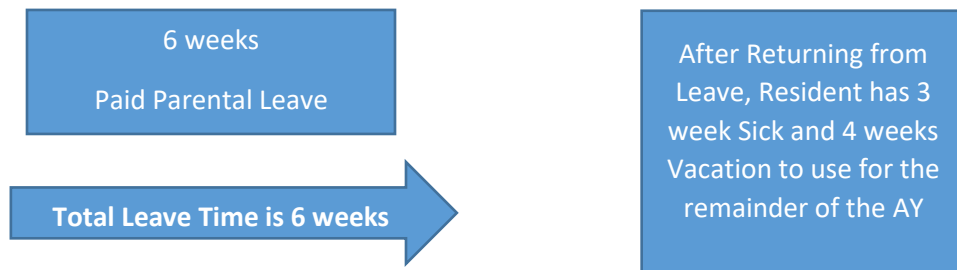


**Example 5:** GME Resident (**birthing parent**) has **pregnancy complications and is out 3 weeks before the baby is delivered**. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time. **The resident will not be able to return until 8 weeks after the birth of the child.**

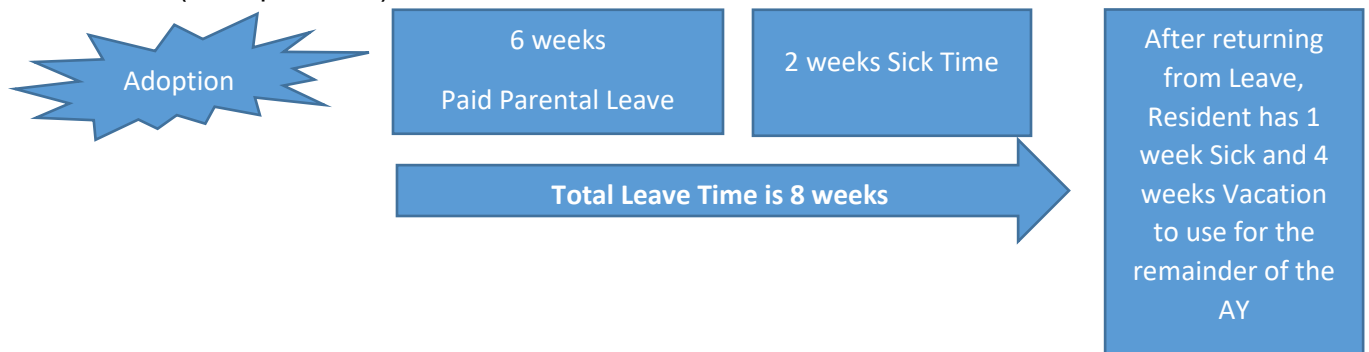


## Examples – Non-Birthing Parent

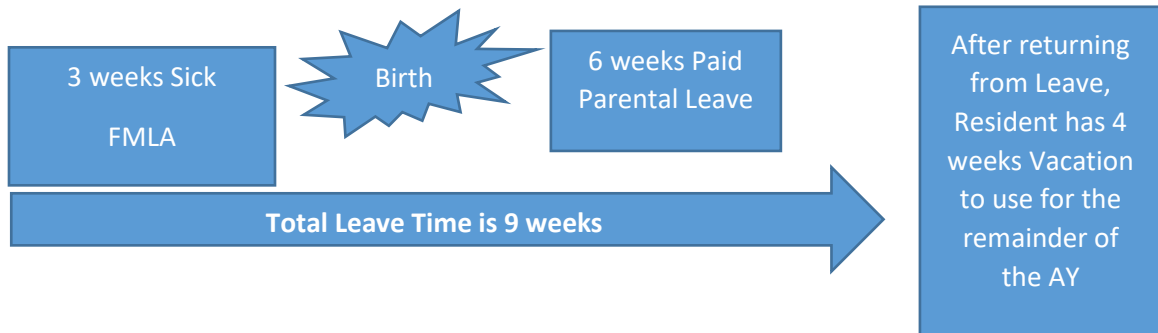
**Example 6:** GME Resident (**non- birthing parent**) wants to take **less than 12 weeks - 6 weeks in this example** for the birth of the newborn. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time.



**Example 7:** GME Resident will be **adopting a child (non-birthing parent)** and wants to **take 8 weeks** off with the new child. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time.



**Example 8:** GME Resident (**non-birthing parent**) needs to take off three weeks to care for the birthing parent (due to pregnancy complications) prior to the birth of the child. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time. The resident also wants to take 6 weeks paid Parental Leave after the birth of the child.



## Frequently Asked Questions

**Q1: Does paid parental leave apply to fathers or the other parent?**

**A1:** Parental leave applies equally to both parents. The newborn does not need to be sick for parents to utilize paid parental leave.

**Q2: Can fathers utilize paid parental leave before the UAB Leaves Teams receives verification of the birth?**

**A2:** No, verification must be received prior. After the baby is born, a copy of the hospital verification of birth form for proof of delivery (or the birth certificate) must be submitted. (When the HR Leave Team approves the request for leave, the email will have information about this requirement).

**Q3: Will the leave have to be taken in consecutive days, or can it be taken**

**intermittently? A3:** Paid parental leave does not have to be taken in consecutive days. It can be taken intermittently with permission from your Program Director.

**Q4: How long after birth or adoption can paid parental leave be accessed?**

**A4:** Paid parental leave needs to be taken within 6 months after the birth or adoption.

**Q5: Are GME Residents/Fellows eligible for Parental Leave with each pregnancy/adoption?**

**A5:** Eligible employees may utilize Paid Parental Leave once during a rolling 12 month period based on the date of the birth or adoption.

**Q6: What if I have more questions?**

**A6:** You may contact [leave@uab.edu](mailto:leave@uab.edu) or the GME Office at 205-934-4793. You can also check the status of your leave request after you submit it on the electronic link.

**Who should I notify and when?**

- Please let your Program Director, Program Coordinator, and Scheduler know as early as feasible for planned parental leave and keep them updated if your dates change.
- UAB HR needs your electronic request/documentation at least 30 days in advance.
- Your Program Director will need to determine methods to ensure graduation requirements (rotations, procedures, etc.) are met and any impact to Board certification requirements, which may require changing rotation schedules and/or extending your training.
  - Each Board typically has a policy around the number of weeks allowed off in a year and the total number of weeks in the program to be eligible for board certification.
- Program scheduler will need to rearrange call schedules, etc. as necessary.
- Resident/fellow to coordinate Vocera/pager coverage while on leave as necessary.
- Anything program-specific which may impact parental leave should be addressed between Program Director and resident/fellow.

**How do I submit my request and documentation?**

- You will submit your request and documentation electronically.
- See attached slides/screen shots.

**Will I have to make up training time?**

- Make up time is a separate issue from FMLA and paid time off due to a leave.
- Please work with your Program Director and Program Coordinator as each specialty has their own Board Requirements [ABMS Member Boards](#)| [American Board of Medical Specialties](#). Each Board typically has a policy around the number of weeks allowed off in a year and the total number of weeks in the program to be eligible for board certification.
- Each program is required to have a written, program-specific policy on leave which must address the effect of leaves of absence, for any reason, on satisfying the criteria for completion of the residency/fellowship program as well as eligibility for Board Certification.

### How are salary/benefits funded if make up training is required?

- If a GME resident/fellow is funded by the GME account when the leave occurs, GME can fund up to 6 additional weeks of make-up time if needed (the amount of time that corresponds to the time the resident/fellow is on paid Parental Leave). Otherwise, the make-up time is funded by the Department.

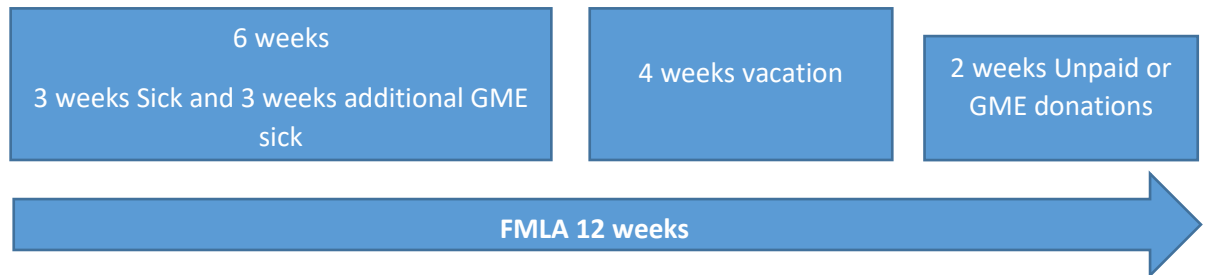
### Clarification on Duties While Resident is on Approved Leave with UAB Human Resources

- Residents/Fellows cannot be required to return to work without a medical release from a physician.
- Residents/Fellows cannot be scheduled for clinical duties or take call during the time they are on leave.
- Residents are permitted to delay taking Parental Leave (i.e., not immediately after the birth of a child). However, Parental Leave must be taken within the first 6 months after the birth.
- Can residents attend Zoom meetings, work on assigned reading (at home) while on leave? Residents/Fellows can voluntarily attend zoom meetings, but no program credit can be obtained if on leave (approved leave in the UAB Oracle system).
- Residents can work at home on assignments for program credit if approved by the Program Director and not on an approved leave in the UAB Benefits/Oracle system.
- Any additional call or shifts assigned prior to or following the leave time, should not cause excessive burden on the resident/fellow and must comply with ACGME work hour requirements.
- Can residents/fellows moonlight while on an approved leave in the UAB Benefit/Oracle system? Moonlighting is not permitted while on approved UAB benefit leave of absence.

# GME Resident/Fellow Employee Illness – Eligible for FMLA

(worked at UAB one year or more and 1,250 worked hours)

**Example 1:** GME Resident needs to **take 12 weeks** for an employee illness. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time. The illness is considering a qualifying event and would allow for use of the 3 weeks of additional GME sick time.



**Example 2:** GME Resident needs to take **less than 12 weeks - 4 weeks in this example** for an employee illness. The resident is eligible for FMLA and has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time. The illness is considering a qualifying event and would allow for use of the 3 weeks of additional GME sick time.



**Example 3:** GME Resident needs to take **less than 12 weeks - 9 weeks in this example** for an employee illness. The resident is eligible for FMLA and has used (GME provided) 4 weeks of vacation, but has not used 3 weeks of sick time. The illness is considering a qualifying event and would allow for use of the 3 weeks of additional GME sick time.



## Resident/Fellow Not Eligible for FMLA

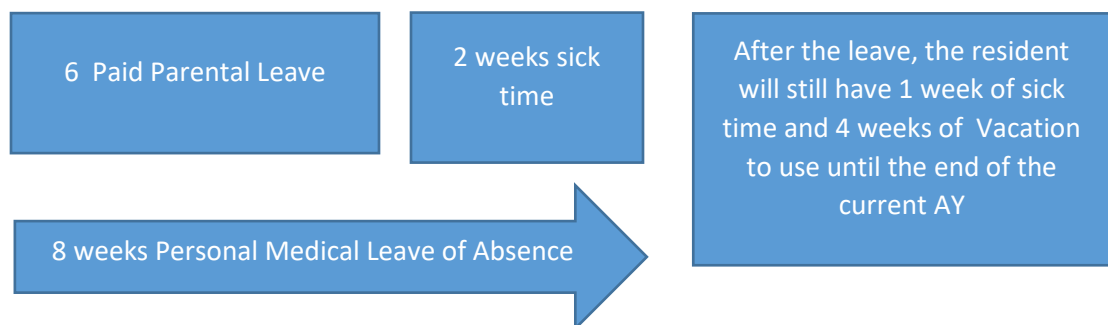
(not been employed at UAB/UAB Medicine for one year)

### What if I haven't been employed at UAB a full year?

- The ACGME requires institutions to provide a minimum of 6 weeks paid approved medical, parental, and caregiver leave at least one time during the training program starting the day the resident/fellow reports to work. If you haven't been employed by UAB for a full year, you may use your allotted 3 weeks sick time. An additional 3 weeks sick time will be allocated to the resident/fellow, in order to provide six weeks of paid leave for qualifying events. Four weeks of vacation time is also available to be used throughout the academic year. Paid Parental Leave is available beginning at 6 months of employment.

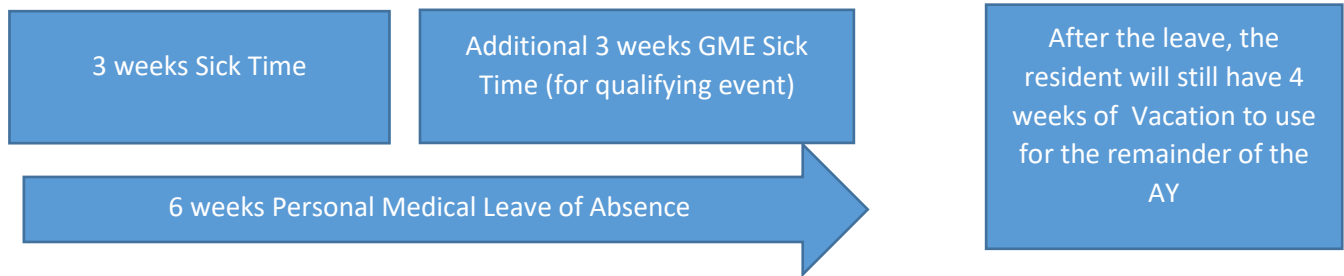
### Paid Parental Leave Examples

**Example 1:** GME Resident (**birthing parent**) wants to **take 8 weeks for the birth of the newborn and has been employed at UAB for less than one year but more than 6 months (qualifies for Paid Parental Leave but does not qualify for FMLA)**. The new resident has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time.



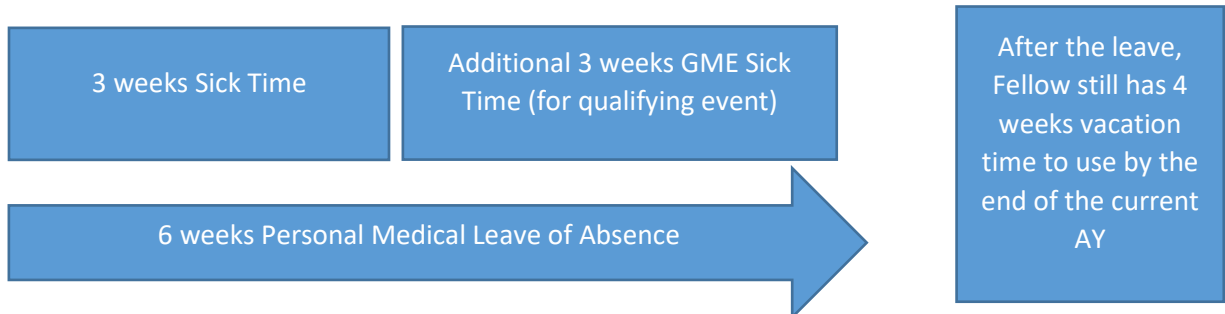


**Example 2:** GME Resident (**birthing parent**) wants to **take 6 weeks for the birth of the newborn and has been employed at UAB for less than 6 months (and does not qualify for UAB/UAB Medicine Paid Parental Leave)**. The new resident has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time. An additional 3 weeks of GME awarded sick time will be available so that the GME Resident can have access to 6 weeks of paid sick time per ACGME requirements.



## Caregiver & Medical Leave (Employee Illness) Examples

**Example 1:** New GME Fellow needs to take a **6 week leave to care for a seriously ill child or parent; or be out themselves for an illness** and has been **employed at UAB for less than one year (and does not qualify for FMLA)**. The new fellow has not used (GME provided) 4 weeks of vacation and 3 weeks of sick time. An additional 3 weeks of GME awarded sick time will be available so that the GME Fellow can have access to 6 weeks of paid sick time.



## Overview of Process –Applying for Leave in UAB Oracle System

The Request for a Leave is electronic and located at this site: [Leaves of Absence - Human Resources | UAB](#)

### Step 1 – Request Leave

- Employee submits request for leave through the [UAB LEAVE of ABSENCE REQUEST APP](#).
- Employee and Program Director receive email from [leave@uab.edu](mailto:leave@uab.edu) confirming receipt of request.
- [FMLA eligibility policy](#) and required forms/next steps emailed to Employee to have completed and returned.

### Step 2 – Submit Certification

- Employee (birthing parent) and his/her Health Care Provider complete medical certification forms: [Certification of Healthcare Provider for Serious Health Condition Form](#).
- Employee (non-birthing parent) should only submit the hospital verification of birth or the birth certificate.
- Employee or Health Care Provider submits completed forms to UAB Employee Health via fax at **205-975-6900** or email to [medleavedocs@uabmc.edu](mailto:medleavedocs@uabmc.edu).

### Step 3 – Eligibility Verified

- UAB Employee Health notifies Leave of Absence (LOA) Team upon verification of medical requirements.
- LOA Team reviews claim and emails approval or denial of leave to the Employee, Manager and Department Contact.
- If not eligible for FMLA (employed for at least 12 months with 1,250 worked hours), LOA Team reviews claim and emails a notification of the [denial of leave under FMLA](#) will be sent to the Employee, Manager and Department Contact and they will [request that the department send the “Non Leave of Absence Department Approval Form”](#)

### Step 4 – Employee on Leave

- If approved, Employee goes on leave.
- Employee must use accrued benefit time before moving to unpaid status.
- Employee maintains communication with LOA Team ([leave@uab.edu](mailto:leave@uab.edu)), UAB Employee Health and their Department, if there are any changes to condition or expected return date.

**Step 5 – Return from Leave**

- For Employee Illness Leave and Birth, Adoption, Foster Care Leave:
- Employee's Health Care Provider sends **Request to Return from Medical Leave of Absence Form** to **UAB Employee Health** via fax at **205-975-6900** or email to **medleavedocs@uabmc.edu**.
- LOA team contacts Manager/Department Contact regarding return to work status.
- For the non-birthing parent, no medical release documentation is needed. The employee will need to let their department know the date of the return so the return from leave Oracle ACT document can be created.