



HEALTH CARE AND SICK LEAVE POLICY FOR ALLIED HEALTH LEARNERS

I. POLICY

Self-care is an important component of professionalism; it is also a skill that must be learned and nurtured in the context of other aspects of allied health learner training. As such, allied health learners must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours.

It is the policy of Johns Hopkins Medicine to provide a reasonable amount of paid sick leave to Allied Health Learners who are unable to work because of their own illness or injury and for routine health appointments. This policy is administered in coordination with Family and Medical Leave.

II. SICK LEAVE

A. Reporting

Allied Health Learners are responsible for reporting all absences due to illness to the Training Program Director as soon as possible prior to the start of shifts for which they will be absent. Those illnesses which can be anticipated to last more than three days and are thought to qualify for Family Medical Leave must be reported to the Director for Graduate Clinical Education or the Associate Dean for Postdoctoral Affairs by the Training Program Director.

B. Timing of health care appointments

Allied Health Learners must be given the opportunity to attend health care appointments (such as those for medical, mental health, and dental care reasons) including those that are scheduled during their working hours, at times appropriate to their individual circumstances. Learners are expected to attempt to schedule non-urgent appointments (e.g. routine dental care or preventive medical visits) during times that would minimize the impact of their absences on their patient care duties and educational experiences; however, if this is not possible, they should be permitted to miss work for such appointments. For non-urgent appointments, learners should notify program leadership at least 5 weekdays prior to the appointment.

C. Leave maximum

The sum of Health Care and Sick leave granted with pay is dependent upon your program's hiring entity. It may not exceed the termination date of the appointment. Such leave will be prorated appropriately for part-time Allied Health Learners. For Allied Health Learners whose regular funding source does not provide for paid leave, reference to



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paid leave, including sick leave, refers to the time allotment only and does not confer any right for paid leave unless provided by another source.

D. Return to work

It is the responsibility of the program director to ensure that an Allied Health Learner is fit to return to duty after an absence for illness of any kind. Learners are not required to provide medical information to their program director. If the program director has a question about the learner's fitness for duty, or if it is necessary to request verification from the treating medical, surgical, or mental health provider that the learner is fit to return to work, the learner will be referred to the Office of Occupational Health Services.

E. Family and Medical Leave

Paid sick leave granted under this policy runs concurrently with Family and Medical Leave. Allied Health Learners who have completed 12 months of full-time training are entitled up to 12 weeks of leave in a "rolling" 12 month period defined as a 12-month period measured backward from the date the trainee uses Family and Medical Leave for their own serious health condition lasting three or more days or other qualifying reason. The Training Program Director or his or her designee will utilize the "Family & Medical Leave Provisional Notification for Postdoctoral Trainees" form to notify an Allied Health Learner who has indicated a need for Family and Medical Leave or when the Institution becomes aware of a Allied Health Learner's need for Family and Medical Leave that leave is provisionally granted and request the "Certification of Health Care Provider for Employee's Serious Health Condition". Certification Forms are completed by the treating medical provider and reviewed by the Office of Occupational Health Services, which makes the final determination of eligibility for Family and Medical Leave. Allied Health Learners will be notified of the final determination. Benefits are maintained during Family and Medical Leave, and upon release by the health care provider the Allied Health Learner is restored to his/her position. Additional instructions regarding Family and Medical Leave are outlined in the "Family & Medical Leave Provisional Notification".

F. Disability Benefits

Allied Health Learners who are disabled for an extended period of time may be eligible for long-term disability benefits after 13 consecutive weeks of disability. Applications for benefits are available. For additional information about the provisions of disability benefits, contact the benefits office for your hiring entity or the Registrar's Office if you are a Johns Hopkins University School of Medicine trainee.



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III. DEPARTMENTAL DUTIES

A. Leave of absence

Each request for a leave of absence, after your allotted sick leave has been exhausted, will be reviewed by the Training Program Director in consultation with the Director for Graduate Clinical Education or the Associate Dean for Postdoctoral Programs and a decision will be made based upon the circumstances involved. The operational needs of the program will be given consideration.

B. Record Keeping

It is the responsibility of the Training Program Director to keep accurate records of the dates and explanations for leave, as well as the type of leave (e.g., sick or parental), so as to have adequate information for payroll records and for reporting to the appropriate Board for certification. The Office of Graduate Education should also be informed of any dates of extended leave.

C. Coverage for Absence

Each program must have a process for coverage, if necessary, for learners attending health care appointments or who require sick leave.

D. Board requirements

The Training Program Director will determine whether or not the Allied Health Learner will be required to spend additional time in training to compensate for the leave period and be eligible for certification for a full training year. That decision will be based upon the trainee's achievement of expected competence and requirements of the individual specialty Boards.