



YALE SCHOOL OF MEDICINE

Department of Psychiatry / Psychology Section

Doctoral Internship Policy & Procedures

Family & Medical Leave Policy

Revised 07-01-17

- 1. Use of Personal Leave and Sick Time:** For illness and family-related issues that result in a fellow being absent from the internship, fellows must first use their 3 sick days. After the use of sick days, fellows are strongly encouraged, though not required, to use a minimum of 10 of their 20 personal leave days, assuming that these days have not been previously exhausted.
- 2. Medical Documentation:** After seven consecutive days of absence from work for medical reasons, medical documentation from a health care provider is required to verify that the fellow is unable to return to work.
- 3. Family & Medical Leave:** A fellow may request Family or Medical Leave anytime after the 3 sick days are exhausted and no later than the date on which all sick days and personal days are exhausted. Medical and Family Leave is unpaid. The federal Family and Medical Leave Act ("FMLA") provides fellows with up to 12 work weeks of unpaid, job-protected leave within a 12-month period, and requires health benefits to be maintained during the leave. State of Connecticut FMLA allows for 16 weeks of unpaid leave over a 24-month period. Both laws are applicable to fellows and run concurrently. Unpaid leave may be granted under FMLA in the following circumstances: serious illness of the appointee; birth, adoption or foster care placement of a child; care of a seriously ill child, stepchild, spouse, parent, parent-in-law, or civil union partner.
- 4. Childbirth & Adoption:** Fellows who bear a child or adopt a child under the age of six or whose spouse or civil union partner bears a child or adopts a child under the age of six during the term of their appointment may be granted up to eight weeks of paid parental leave. To qualify for this leave the appointee must be a primary caregiver throughout the period of the leave: caring for the child during normal working hours, while the other parent, if any, is employed at least half time. Fellows are not expected and should not feel obligated to compress clinical coverage or other duties into the period before or after parental leave.
- 5. Required Hours:** Fellows complete a full calendar year of internship working an average of 50 hours per week. As is customary with all Yale employees, the following do count towards the total work hour requirement during the calendar year: personal leave; sick time; and recess days. The total number of internship hours is 2600 (52 weeks at 50 week hours per week). Fellows are required to complete all hours unless absent on an approved/verified Family or Medical leave.
- 6. Minimum Requirements:** With review and approval of the Executive Training Committee, a fellow who has been on an approved/verified Family or Medical leave can successfully graduate from the internship with a minimum of 2200 hours plus satisfactory ratings on all of the internship's core competency categories.

7. **Extension of Internship:** If an individual (a) completes less than 2200 hours or (b) has between 2200 and 2600 hours but does not achieve satisfactory ratings on the core competency categories, he or she may be asked to extend the internship up to a maximum of 2600 hours or the achievement of satisfactory ratings on the core competency categories, whichever comes first.
8. **Maximum Internship Length:** While leaves may extend the total length of an internship, completion of the internship in terms of required hours and achievement of satisfactory ratings on the competencies must occur no later than 18 months from the start of the internship.
9. **Compensation:** Fellows who take an unpaid leave and complete less than the standard 2600 hours will receive a reduced annual stipend, which will be prorated based on the number of hours worked.