

Family Medicine APP Residency Program

Paid Time Off & Leaves Policy

Paid Time Off

Family Medicine APP Residents are afforded 15 days of paid leave (Monday-Friday) during their 12-month contract period. This can be used for vacation, illness, personal business, leave, etc. Residents enter their absence request in QGenda where it is approved by the Program Director and/or Program Coordinator. Absence requests should be submitted 20 weeks (4 blocks) in advance and no later than 8 weeks in advance. Department policy dictates that clinic sessions may not be cancelled within 8 weeks.

Illness/Acute Absence

If a resident is unable to attend clinic or their assigned rotation on a given day due to illness, the resident must email the Family Medicine Absence Line at FamilyMedicineAbsenceLine@healthcare.uiowa.edu before 7:30am on the day of the absence. Include the Program Director, Clinic Medical Director, Program Coordinator, and clinic frontline supervisor on the email. If resident is on a rotation outside of Family Medicine, the resident must contact the rotation coordinator and clinic staff of the affected rotation.

Leave requested under the federal Family and Medical Leave Act of 1993 will be treated in accordance with the rules and regulations of the University of Iowa as set forth in the [Operations Manual 22.7](#). This is not to exceed 12 weeks.

Pregnancy/Adoption

If residents expand their family during the residency, the program will continue beyond the original 12-month appointment to compensate for time taken to care for the new family member. This is not to exceed 12 weeks.