

**Parental Leave Procedures for Program Directors/Program Coordinators  
Department of Medicine**

**For Maternity Leave:**

1. Trainee meets with their respective Program Coordinator (PC) to review the options.
2. Trainee/PC complete the worksheet. The Trainee gets necessary signatures, including Program Director's, and returns to PC.
3. PC downloads current Leave of Absence form from GME website: <http://www.gme.duke.edu/> -> go to "Program Coordinator/Program Training Director" on left toolbar -> click on "Forms" -> enter ID and password.
4. Program Coordinator completes preliminary Leave of Absence form using Due Date as "Start of Leave" date. The form must be completed by the PC (or other administrator) and **not by the trainee.**

Reminders:

- **Transition weeks are not leave weeks** and must not be counted as part of the leave. It is okay to mention transition weeks in the "Comments" section of the form, but they should not be reflected in any of the specified weeks of leave, make-up, or extension of training.
  - Be sure to include and account for all time away from work when completing the LOA request form, including vacation and sick days taken outside the duration of the parental leave as well as the actual parental leave weeks.
  - If the trainee holds a Visa or is paid through a training grant, check with the appropriate administrators before completing the LOA form.
  - **Information should be complete and correct before obtaining the necessary signatures.**
5. The completed and signed Leave of Absence form is submitted to the GME Office for approval.
  6. Scheduling modifications are made based on the agreed-upon Parental Leave plan.
  7. If the Leave of Absence will require make-up weeks, Program Coordinator prepares letter for Program Director's signature to notify the certifying Board concerning the need for the trainee's training period to be extended.
  8. Program Coordinator completes a finalized Leave of Absence form with actual dates for start of leave, last day of leave, etc. If the first day of leave is the same as the due date and no other corrections or additions are needed, then a copy can just be made of the preliminary form. If there are any revisions to the preliminary Leave of Absence form, there must be written documentation that the trainee has been notified of the revised dates. This can be done through original signatures on a revised form or by emailed response to a detailed notification. **When make-up weeks are required, a copy of the notification to the certifying Board must also be attached to the Leave of Absence form** – all of which is then submitted to the GME Office.

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**For Paternity Leave:**

1. Trainee contacts PC to provide due date or adoption date along with other information necessary for completion of the leave worksheet.
2. The completed leave worksheet is given to the trainee who gets necessary signatures, including Program Director's, and returns to PC.
3. Program Coordinator downloads current Leave of Absence form from GME website: <http://www.gme.duke.edu/> -> go to "Program Coordinator/Program Training Director" on left toolbar -> click on "Forms" -> enter ID and password.
4. Program Coordinator completes preliminary Leave of Absence form using Due Date as "Start of Leave" date. The form must be completed by the Program Coordinator (or other administrator) and **not by the trainee.**

Reminders:

- As much as possible, include and account for all time away from work when completing the LOA request form, including vacation and sick days taken outside the parental-leave week as well as the actual parental leave week.
  - **Information should be complete and correct before obtaining the necessary signatures.**
5. The completed and signed Leave of Absence form is submitted to the GME Office for approval.
  6. Scheduling modifications are made allowing for the one additional week of paid leave.
  7. Program Coordinator completes a finalized Leave of Absence form with actual dates for the leave. If the first day of leave is the same as the due date and no other corrections or additions are needed, then a copy can just be made of the preliminary form. If there are any revisions to the preliminary Leave of Absence form, there must be written documentation that the trainee has been notified of the revised dates. This can be done through original signatures on a revised form or by emailed response to a detailed notification. The finalized LOA Request Form is then submitted to the GME Office.