

Medical, Parental and Caregiver Leave

For Residents/Fellows

Residents/Fellows may request up to six (6) weeks of paid continuous leave¹ for qualifying reasons for one of the following reasons:

- **Medical** - due their own Serious Health Condition;
- **Parental** - the birth of a Son or Daughter or placement of a Son or Daughter with the Resident/Fellow for adoption or foster care, and/or to bond with a newborn or newly-placed child;
- **Caregiver** - care of the Resident/Fellow's Spouse, Son, Daughter, or Parent with a Serious Health Condition

This leave is available for use one time during your Residency/Fellowship.

Note: Up to 2 weeks of accrued PTO and/or EIB, if applicable, will be used to supplement pay.

To request a leave of absence, please contact the Absence Center at
844-511-5762.

¹ Leave will run concurrently with any applicable leave programs (e.g. Family Medical Leave, Company Medical Leave, etc.).



Medical, Parental and Caregiver Leave

For Residents/Fellows

If enrolled in short-term leave:

Leave Type	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Medical (Self)	EIB* or PTO	Paid Leave				
Maternity	EIB* or PTO	Paid Leave				
Parental (non-birthing parent)	Paid Leave	Paid Leave	Paid Leave	Paid Leave	PTO	PTO
Adoption	Paid Leave	Paid Leave	Paid Leave	Paid Leave	PTO	PTO
Caregiver	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave

If NOT enrolled in short-term leave:

Leave Type	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Medical (Self)	EIB* or PTO	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
Maternity	EIB* or PTO	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
Parental (non-birthing parent)	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
Adoption	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
Caregiver	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave

*EIB is used for your own serious health condition. If EIB is exhausted, PTO will apply



Who to contact: Absence Center

To report a new claim, to view an existing claim or for questions about leaves of absence:

Access via
mySedgwick.com/BSWH

Access via [PeoplePlace > Absence Center \(Leaves\)](#)

Call (844) 511-5762

Who to contact: PeoplePlace

For timecard or paycheck inquiries:

Access via [PeoplePlace > BSWHelpHub](#)

Call (844) 417-5223

Resident/Fellow Parental, Medical and Caregiver Leave

Frequently Asked Questions (FAQs)

Residents and Fellows may be eligible for Medical, Parental and Caregiver Leave, which provides up to 6 weeks of paid leave for qualifying reasons.

Check out our list of frequently asked questions below. You can click on a topic from the table of contents below or search the entire document. Additional benefits information is available at LivewellBSWH.com, passcode 'bswrf'.

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ELIGIBILITY

1. Who is eligible for this paid leave program?

This program is available upon hire to all benefit-eligible Residents or Fellows.

2. What are the qualifying reasons to leave?

Residents and Fellows may request a leave under this program for the following reasons:

- **Medical** – due to your own serious health condition
- **Parental** – for the birth or placement of a child through adoption or foster care, and/or to bond with your newborn or newly-placed child.
- **Caregiver** – to care for your spouse, child or parent with a serious health condition

3. Will my graduation or training completion date be impacted if I take a leave under this program?

Your graduation or training completion date is dependent upon your [Sub] Specialty Board Requirements. Check with your Program Administrator or Program Director to confirm how a leave of absence may impact you.

DURATION

4. How much paid time do I have available under this program?

This program provides up to 6 weeks of paid leave and will run concurrently with any additional leave programs (e.g., Family Medical Leave Act (FMLA), Company Medical Leave (CML), etc.)

Note: If you are denied FMLA, you may still be eligible to be out under other leaves such as CML.

5. What if I use less than 6 weeks of leave for my absence?

If a single leave claim is less than 6 weeks, you may apply for a leave again under this program, up to a total of 6 weeks.

Note: Up to 2 weeks of accrued Paid Time Off (PTO) and/or Extended Illness Bank (EIB), if applicable, will be used to supplement pay. See the Pay While on a Leave section below for more details.

6. If I exhaust my 6 weeks of paid leave and require additional time off, am I still eligible to continue my leave of absence?

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Yes, if you have exhausted your paid leave under this program and you meet the eligibility requirements to continue your leave of absence, you may remain out and apply for short-term leave. See the [Leave of Absence](#) policy for more information.

7. If I require another leave of absence after I have used all the time under this paid leave program, will I be eligible to apply again for a leave of absence and/or short-term leave?

Yes, if you have exhausted your paid leave under this program and you meet the eligibility requirements, you may apply for other leaves of absence and/or short-term leave in the future. See the [Leave of Absence](#) policy for more information.

8. If I exhaust 6 weeks of leave during my residency program and then transition to a fellowship, will my eligibility reset?

Yes, if you complete your residency and begin a new program as a Fellow, you will be eligible to apply for leave under this program again.

9. Can leave under this program be taken intermittently?

No, paid leave under this program will only apply to a continuous leave of absence. See the [Leave of Absence](#) policy for more information on intermittent leave available through Family Medical Leave Act (FMLA).

10. Is there any action needed once I am ready to return to work?

Yes, the BSWH Absence Center will reach out to confirm your return. Be sure to respond timely to their communication to avoid any potential pay impacts.

Note: If there is a change to your return date, contact the Absence Center at **844-511-5762** as soon as possible.

APPLYING FOR LEAVE

11. How do I request a leave of absence under this program?

Residents/Fellows seeking a leave of absence should contact the BSWH Absence Center as well as notify your Program Director/Administrator.

- Call BSWH Absence Center at 844-511-5762 Monday – Friday from 7a.m. to 7p.m. CST
- Use the self-service portal available at mysedgwick.com/bswh

12. How much notice should I provide when needing a leave of absence?

You should provide at least 30 days advance notice of your proposed leave. When advance notice is not possible, notice should be given as soon as practicable.

PAY WHILE ON LEAVE

13. Will I receive pay while on a Resident/Fellow leave of absence?

This program provides up to 6 weeks of paid leave, which is paired with your available time off balances. The below chart provides additional details on how you will be paid:

Resident/Fellow Parental, Medical and Caregiver Leave

Frequently Asked Questions (FAQs)

If you are enrolled in short-term leave:

Enrolled in STD	Leave Type	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	Medical (Self)	EIB or PTO	Paid Leave				
	Maternity	EIB or PTO	Paid Leave				
	Maternity – Cesarean	EIB or PTO	Paid Leave				
	Parental (non-birthing parent)	Paid Leave	Paid Leave	Paid Leave	Paid Leave	PTO	PTO
	Adoption	Paid Leave	Paid Leave	Paid Leave	Paid Leave	PTO	PTO
Caregiver	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave	

If additional medical leave is needed beyond the 6 weeks provided under this program, you may be eligible for pay under our short-term leave benefit.

If you are NOT enrolled in short-term leave:

Not enrolled in STD	Leave Type	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
	Medical (Self)	EIB or PTO	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Maternity	EIB or PTO	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Maternity – Cesarean	EIB or PTO	EIB or PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Parental (non-birthing parent)	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
	Adoption	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave
Caregiver	PTO	PTO	Paid Leave	Paid Leave	Paid Leave	Paid Leave	

If additional medical leave is needed beyond the 6 weeks provided under this program, your available EIB or PTO would be applied to your absences until it is exhausted. Once exhausted, your time off would be unpaid.

14. Will EIB or PTO be applied during weeks 1 and 2 of medical and maternity leave?

EIB will be applied first. If EIB exhausts, PTO will then be applied.

15. What if I do not have any EIB or PTO time to apply? Will I still receive 6 weeks of paid leave?

Yes, you will still receive 6 total weeks of paid leave even if you do not have EIB or PTO time to apply.

16. How will I be paid if I am out less than 6 weeks?

If your leave is less than 6 weeks, you may reference the charts above for only the number of weeks you will be out. For example, if you are out for 3 weeks, you would look at weeks 1 through 3 only.

17. Am I eligible for paid parental leave after my 6-week maternity leave?

If you are enrolled in short-term leave, prior to your child's date of birth, you may be eligible for 4 weeks of paid parental leave immediately after your 6-week Resident/Fellow maternity leave or within 12 months of your child's birth. Parental leave must be taken continuously.

Note: Non-birthing parents who take their parental leave through the paid Resident/Fellow leave program are not eligible for an additional 4 weeks of Parental leave through short-term leave. Non-birthing parents are eligible to take their parental leave under this program at any time within 12 months of the child's birth. The leave must be taken continuously.

18. Can I apply EIB to my absence after I exhaust my 6 weeks of paid leave under this program?

Yes, EIB can be used if you continue to be out for your own serious health condition, however, PTO will be automatically applied. Contact PeoplePlace at 844-417-5223 to request EIB be applied.