

**2008-2009 BENEFITS ADDENDUM TO
LOYOLA UNIVERSITY MEDICAL CENTER
GRADUATE MEDICAL EDUCATION AGREEMENT**

- A. Individual coverage in a Preferred Provider Organization (PPO) or Health Maintenance Organization (HMO) is effective on the first day of the term of this Agreement. Loyola pays 100% of the premium. Insurance coverage is available for dependents upon request. Insurance premiums for dependent coverage are to be paid by the Resident. Loyola pays a percentage of dependent coverage. A booklet is available describing the specific benefits offered.
- B. Individual dental coverage in a traditional dental plan or a Dental Maintenance Organization (DMO) is effective on the first day of the term of this Agreement. Loyola pays 100% of the premiums. Dental coverage is available for Resident dependents upon request. Insurance premiums for dependent dental coverage are paid by the Resident.
- C. Long-term disability insurance and life insurance is provided with Loyola paying 100% of the premiums.
- D. Workers' Compensation coverage is provided under such terms as required by Illinois law for protection against accidents or illnesses incurred while performing Resident duties set forth in the Agreement.
- E. Sick Days - Twelve (12) calendar days are provided per Agreement year with stipend as sick days. Sick days may only be used for the Resident's personal illness. Sick days are non-cumulative and not accruable from year to year or beyond the terms of this Agreement. The Program Director may require a physician's certification of sickness or disability.
- F. Paid Time Off - Fifteen (15) business days are provided per Agreement year with stipend. Paid time off is to be scheduled by mutual agreement with the Department Chair/Program Director. Paid time off is not cumulative and not accruable from year to year or beyond the terms of this Agreement. Payment in advance or payment for unused time, including payment upon termination, will not be permitted.
- G. Family Medical Leave (FMLA) - In accordance with FMLA rules and regulations, a Resident absent from work for their own illness, illness of an immediate family member or maternity/paternity reasons is eligible for up to twelve (12) weeks of leave. For further information regarding FMLA, please consult the Resident Handbook.
- H. Personal Leave of Absence - A resident may request a personal leave of absence from the program director. A leave agreement must be formalized in writing between the resident and the program director prior to the beginning of the leave. Requests for leave of absence in the first twelve (12) months of training are limited to situations that would otherwise be covered by the Family Medical Leave Act (FMLA). Leave of absences for reasons other than this during the first twelve months of training are not allowed.

To begin the process, the resident must submit a written request to the program director at least thirty (30) days prior to the beginning of the leave (except in case of emergency). The Leave of Absence Form, obtainable from the Central Office of Graduate Medical Education, must contain the reason(s) for the leave, beginning and return dates, the resident's signature, and the program director's approval and signature.

A leave of absence should not exceed eight weeks. Benefits coverage is continued during leave under the conditions specified by the Loyola personnel policy. A resident must first use available paid time off and sick time (where applicable). Once available paid time off and sick leave if applicable are exhausted, subsequent leave will be unpaid at which point the resident will be responsible for maintaining benefits at their own expense.

If a personal leave compromises a resident's ability to satisfy specialty board training requirements, the written leave agreement should specify how these requirements will be made up. A resident member may be required to extend the training period for any dates of absence in excess of allowable paid time off. During the extension, the resident member will receive regular salary and benefits except for paid time off allowance.

- I. Funeral Leave - Any Resident may take up to three consecutive workdays off, with pay, to make funeral arrangements and attend services in the event of the death of a parent, father- or mother-in-law, grandparent, spouse, child or grandchild, brother, sister or blood relative living in the household. One day off with pay is granted in the case of death of another relative.
- J. Special Educational Leave - Each training program is encouraged to allow five (5) business days of leave for educational purposes relevant to the training program. The guidelines for providing such leave and reimbursement for expenses are left to the discretion of each program. Approval for educational leave is granted by the Program Director.
- K. Armed Services Reserve Duty Leave – Residents who serve as members of the armed services reserves may take two weeks (fourteen calendar days), without stipend, in addition to other approved leave.
- L. Victim’s Economic Security and Safety Act - The Illinois Victim’s Economic Security and Safety Act (VESSA) provides that an employee who is the victim of domestic violence or who has a family or household member who is the victim of domestic violence may be eligible for a total of 12 work weeks of leave during a twelve month period of time to address the domestic violence. VESSA does not create a right for an employee to take leave that exceeds the time allowed under, or in addition to, a leave permitted by FMLA.
- J. School Visitation Rights Act - The Illinois School and Visitation Act grants eligible employees up to eight hours of unpaid leave to attend primary and secondary school conferences or classroom activities at their children’s schools. Employees must be employed at last six months.
- K. Effect of Leave for Satisfying Completion of Program
Each Resident will be allowed leave for sickness/disability/paid time off per contractual year in accordance with Sections E through L. If a personal leave compromises a Resident's ability to satisfy specialty board training requirements, the Resident may be required to extend the training period. The Program Director will review the specific board requirements needed to complete the Program; supplemental time will be determined if necessary and added to the current academic year.
- N. Customary hospital lodging, meals and laundry while on call at no cost to the Resident.
- O. A physical examination prior to beginning the first agreement year is required and provided at no cost to the resident. . Vaccinations will be provided on a voluntary basis or according to the Infection Control Committee's established policy.
- P. Education Assistance Benefit: The LUMC Education Assistance Benefits Policy governs resident and fellow eligibility for education assistance benefits. All residents and fellows have an eligibility waiting period of one (1) year for themselves. All residents and fellows will have a five (5) year waiting period to be eligible for the tuition benefit for their eligible dependents. Refer to the Education Assistance Benefits Policy for additional information.
- Q. Employee Assistance Program
EAP is a confidential, voluntary service designed to offer assessment, referral, and/or short term counseling for personal problems, including stress, depression, grief, family, financial, legal problems, and drug and alcohol dependence. EAP services are free and confidential. Residents can contact EAP at (708) 216-4129.