

# Parental Leave: calculation of eligible paid leave

**Resident Name:** \_\_\_\_\_

**Inclusive dates of leave:** \_\_\_\_\_

	A. Tenure in Program at time of leave (PGY level) x 14:	B. Minus previously used leave:	C. Total of available accrued sick leave:
<b>1. Accrued eligible sick leave:</b>			
<p>OHSU Family Medical Leave policy requires that all accrued sick leave be used first, prior to use of other paid leave (ie, vacation). Residents accrue sick leave at 14 calendar days per year.</p>			
	A. Accrued vacation leave	B. Minus previously used vacation:	C. Total of available vacation leave
<b>2. Accrued eligible vacation leave:</b>			
<p>Residents accrue 21 calendar days of vacation per year. For scheduling purposes, residents do not accrue vacation on a monthly basis.</p>			
<b>3. Total of available paid leave (days) ( 1.C plus 2.C):</b>			
<b>4. Total of proposed parental leave (days):</b>			
<p>OHSU Family Leave Policy requires that an employee have worked at least 180 days prior to the onset of eligible leave. An individual employee is entitled to take up to 12 weeks of family leave during a 12 month period, using eligible paid and unpaid leave in the manner described above. Parental leave must be taken in one uninterrupted period, except with prior approval of the Residency Program, and completed within 12 months of birth or adoption.</p>			
<b>5. Unpaid leave (LWOP):</b>			