FMLA, OFLA & SICK LEAVE

The Federal Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) are laws that protect your employment status while time is taken for maternity/paternity responsibilities or to care for a family member. FMLA provides 12 weeks of protected leave with benefits after 12 months of employment. OFLA provides 12 weeks of protected leave after 6 months of employment, however benefits are only covered until paid leave is exhausted.

If either FMLA or OFLA is taken, sick time must be used before vacation time, and time taken without pay is also an option. Residents and fellows accrue 3 weeks of sick time annually.

Please coordinate any FMLA, OFLA or Sick Time with the Coordinator in the Department of Surgery and the GME Office.

FMLA application forms are available at the GME Office. Once you have completed the application form, please submit the form to GME (Mail Code: L579) and not HR as the form stipulates. If you have any questions regarding FMLA, or would like to follow up on forms you have submitted, please contact The GME Office.
MOONLIGHTING POLICY – GRADUATE MEDICAL EDUCATION

1. Residents are not required to moonlight. Residents/fellows may moonlight only:
   a. With the written permission of their program directors; programs must monitor the amount of moonlighting duties performed by its residents/fellows and keep written records in their files.
   b. With the completion of OHSU Moonlighting Agreement if moonlighting at OHSU.
   c. The effects of moonlighting on overall performance must be evaluated by the program director, who must deny the privilege if there is evidence of adverse influence on performance.
   d. Moonlighting hours at OHSU and affiliated facilities* must be included in calculating total work hours, and must not, in total, exceed 80 hours, when averaged over four weeks.

2. Residents/fellows must have Unlimited Licenses from the Oregon Board of Medical Examiners (wherever they moonlight).

3. Due to Medicare regulations residents/fellows may moonlight and bill for services at OHSU outside their GME specialty program in ambulatory care settings or the Emergency Department only. They may moonlight in inpatient settings outside their GME specialty program, but may not bill for their services, and teaching physician billing must not occur. Residents/fellows’ moonlighting activities must not be included on the Master Rotation Schedule.

4. Residents/fellows should moonlight in capacities consistent with their training and experience.

5. Arrangements with non-OHSU facilities for moonlighting will be made between the resident/fellow and the facility. OHSU is not a party to these agreements. Resident/fellows:
   a. Must have their own malpractice insurance coverage unless at OHSU.
   b. Should be credentialed by the agency with whom they have contracted.

* Moonlighting will be counted toward the 80-hour workweek in any facility through which a program’s residents rotate as part of their formal curriculum.
The Department of Surgery supports and encourages resident education activities. The purpose of the Resident Travel Policy is to provide a clear and concise procedure for residents, as well as a method of controlling travel costs.

The Department of Surgery will reimburse residents for approved travel expenses while presenting papers at meetings. In addition, Department funding will be provided for each chief resident to attend one meeting during their chief year.

Expenses are reimbursed for business purposes only. Travel expense reimbursements are limited to a $1,500 maximum per trip. Travel is generally limited to the continental U.S. Exceptions may include meetings of major U.S. surgical societies such as ASA, SUS, PCSA, SAGES, and AAST meetings in Canada or Mexico.

Approval Process:
1. Resident must obtain research sponsor approval before submitting a research abstract by completing the “Abstract Submission Authorization” form, available from the Residency Coordinator.
2. The research sponsor assumes fiscal responsibility for either funding or obtaining funding for the research resident when he/she approves the abstract for submission.
3. Funding and fiscal authority signatures must be obtained for the “Abstract Submission Authorization” to be complete.
4. At no time, should the research resident approach the Department of Surgery directly for funding.
5. Submission of the abstract is not approved until a funding source is identified and approved as indicated by the signatures.
6. The Department of Surgery is not responsible for reimbursing unapproved travel.
7. Written permission must be obtained from the Chief of Service of the rotation where you will be rotating at the time of the meeting. Submit the letter to the Residency Coordinator.
8. The resident is responsible for completing the “Intent to Travel” form. Please note that rental cars are not a reimbursable expense unless prior approval is obtained.
9. Once the travel is approved, the resident can make reservations.
10. Notify everyone on your service and anyone else involved of your intended travel, as soon as you are aware of your approved participation. At least 30 days notice must be given.

Adequate documentation, i.e., original detailed receipts with proof of payment, must be provided with the request for reimbursement. SAVE ALL receipts. Also required is proof of attendance.

Meals and incidentals are reimbursed on a per diem basis. Meals provided in the registration cost, i.e., conference banquets, or meals provided by airlines, etc., are deducted from the daily per diem.

All documentation should be submitted in a timely manner. Documentation for travel reimbursement must be submitted within 30 days of the return date. The Department of Surgery may deny reimbursement for travel expenses if documentation is not provided within 90 days of the approved travel.

Charges for graphic or copying charges related to the paper/poster are not reimbursable as a travel expense. Charges related to preparing the presentation are the responsibility of the research sponsor.
1.0 Resident Travel
The Department of Surgery will reimburse residents for approved travel expenses. Expenses should be within reasonable limits and commensurate with the nature of the assignment and capacity in which the resident represents the University. Travel is limited to the continental U.S. unless an exception is granted (see Section 3.11 Foreign Travel). Prior approval must be obtained for rental cars. Adequate documentation to support the purpose of the expenditure must be provided with the request for reimbursement.

Travel expense reimbursements are limited to a $1,500 maximum per trip.

1.1 Research/Other Residents
The Department of Surgery will reimburse residents for approved travel expenses incurred while presenting papers at meetings. Approval for submitting an abstract and funding for travel must be obtained prior to any abstract submission (see Section 2.0).

A resident who is not a chief resident and is not presenting a paper but who wants to attend a meeting is expected to follow all travel policies but will be personally responsible for funding their trip.

1.2 Chief Residents
The Department of Surgery will provide funding for each chief resident to attend one meeting during their chief year.

Chief Residents must follow the Resident Travel Policy (omit Section 2.1). Travel must be coordinated with the Residency Coordinator.

Not all residents may attend the American College of Surgeons Clinical Congress (ACS) meeting, as some must stay behind for patient care. Chief residents should decide among themselves who wishes to attend ACS and get approval from the Chief of Service of the rotation where they will be at the time of the meeting.

2.0 Travel Procedures
If you are interested in attending a meeting please observe the following guidelines:

2.1 Approval for Research Abstracts Submissions
Approval must first be obtained from the research sponsor before a Research Abstract can be submitted. By approving the research abstract, the research sponsor assumes fiscal responsibility for either funding or obtaining funding for the research resident.

The form “Abstract Submission Authorization” must be completed (see Attachment A). The signatures of the research sponsor and the division chief indicate responsibility for funding the travel.

If funding is not available on the division level, the research sponsor is responsible for requesting funds from the Program Director. The research resident should not approach the Department of Surgery directly for funding.

Ultimately, submission of the abstract is not approved until a funding source is identified and approved as indicated by the signatures on the Abstract Submission Authorization form.
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2.2 Permissions  
Obtain written permission from the Chief of Service of the rotation where you will be rotating at the time of the meeting. Submit the letter to the Residency Coordinator.

2.3 Complete Intent to Travel Form  
The resident is responsible for completing the “Intent to Travel” form.

2.4 Travel Reservations  
Once the travel is approved, the resident can make reservations.

2.5 Notifications  
Notify everyone on your service and anyone else involved of your intended travel, as soon as you are aware of your approved participation. At least 30 days notice must be given.

2.6 Required Documentation for Reimbursement  
Adequate documentation is required for reimbursement of expenses. **SAVE ALL receipts**, including your airline ticket. Original, itemized receipts must be submitted for lodging, registrations fees, airline tickets, and rental cars (if approved).

   Documentation must also show proof of payment, i.e., cancelled check, credit card statement, etc. Also required is proof of attendance, i.e., meeting certificate, etc. Meals and incidentals are reimbursed on a per diem basis. Any meals provided in the registration cost, i.e., conference banquets, or meals provided by airlines, etc., are deducted from the daily per diem.

   ORIGINAL receipts are required for reimbursement. Please make a copy for your records prior to submitting. Lost receipts require a written statement to obtain reimbursement for the expense.

2.7 Timeline for submitting Requests for Travel Reimbursement  
All documentation should be submitted in a timely manner. Documentation for travel reimbursement must be completed **within 30 days** of the return date for reimbursement. It may take 2 to 4 weeks for a reimbursement check to be issued.

   The Department of Surgery may deny reimbursement for travel expenses if documentation is not provided within 90 days of the approved travel.

3.0 Reimbursement of Travel Expenses  
It is the policy of the Department of Surgery to reimburse residents for approved travel expenses incurred while acting on behalf of OHSU for the actual cost of travel while on official business. Expenses should be within reasonable limits and commensurate with the nature of the assignment and capacity in which the resident represents the University.

   All requests for reimbursement must have adequate documentation to support the purpose of the expenditure as specified by OHSU, OHS Foundation and/or OHSUMG. Adequate documentation includes providing the original receipts and invoices. Copies are not acceptable. Department or division level expense reimbursement policies will supersede less restrictive OHSU, OHS Foundation and/or OHSUMG policies or rules. Reimbursement is limited to $1,500.00 per trip.
However, to the extent an expense is extravagant, lavish, and/or not related to a business purpose, the expense is not deductible by OHSU and therefore is not reimbursable.

3.1 Registration/Course Fees
Registration/course fees will be reimbursed when accompanied by a receipt (canceled check, confirmation from conference or credit card receipt) and a copy of the registration application or brochure showing location, date, and cost. Requests for direct payment in advance of travel are acceptable and employees are encouraged to use every opportunity to obtain available discounts.

3.2 Lodging
Lodging expenses should be reasonable and are reimbursed when accompanied by detailed receipt. If a spouse or guest accompanies the traveler on the trip, and there is a rate differential for the extra person, the single rate for lodging must be indicated on the bill. Examples of non-reimbursable expenses are personal items charged to the room such as movies, bottled alcohol, personal telephone calls, recreational activities or meals for the family.

3.3 Phone Calls
Telephone calls made for official business of OHSU will be reimbursed when accompanied by receipt and documented on hotel receipt.

3.4 Air or Train Travel
An actual ticket, boarding pass or credit card receipt should accompany payment requests for air or train travel. Adequate justification of cancellation is required on nonrefundable tickets for OHSU MG to pay for the tickets. Reimbursement for first-class tickets and payment for upgrades to first-class are not permitted. Discounted air travel is encouraged. Per prior approval, residents may extend the duration of travel to reduce airfare. In situations where the trip is prolonged at the business site, the additional hotel expenses and meals, for up to two days, caused to obtain the reduced airfare is allowable. Total additional expense cannot exceed 80% of the savings. In situations where the trip is prolonged (and reduced airfare obtained) by means of a personal side trip, the reduced airfare is allowable, but additional hotels, meals and other expenses are not reimbursable. Personal side trips, or the combination of business and pleasure trips are allowed when approved in advance. The portion of the airfare which exceeds the standard coach fare to the business destination is the responsibility of the resident. All other expenses, including hotel and meals, are the responsibility of the resident. OHSU assumes NO liability for personal side trips or travel during a scheduled OHSU business trip.

3.5 Auto Travel
Travel by private vehicle is reimbursed, per mile, at the current OHSU rate per mile. The OHSU rate may be less than the federal reimbursement rate. The standard mileage rate is intended to cover all costs of operating a vehicle, including, depreciation, maintenance, repairs, tires, gasoline, oil, registration fees and insurance.

3.6 Parking and Tolls
Receipts are required for reimbursement of parking and tolls.

3.7 Taxi Fares
Taxi fares for business-related use, i.e. to/from airport, will be reimbursed when documented with a receipt.
3.8 **Rental Cars**
Rental cars are not a reimbursable expense unless prior approval is obtained. On occasion, a rental car is more economical than alternative methods of transportation or is the only practical means of transportation. If a rental car is appropriate and prior approval is obtained, reimbursement will be made based on an original, itemized receipt. Gasoline for a rental car is reimbursable with receipts. Insurance for rental cars will not be reimbursed.

3.9 **Meals**
Meals will be paid on a per diem basis. The per diem amount includes all incidentals, i.e., tips, dry-cleaning, laundry. The current rate is $36.00 per day. Per diem will be adjusted for any meals provided. If partial per diem is being paid, the allocation is $9.00 breakfast, $9.00 lunch, and $18.00 dinner.

3.10 **Spouse or Guest Travel Expenses**
Reimbursement for the travel expenses of a spouse or guest is NOT allowed.

3.11 **Foreign Travel**
Foreign travel is generally not allowed. Exceptions to this rule are meetings of major U.S. surgical societies such as ASA, SUS, PCSA, SAGES, and AAST meetings in Canada or Mexico. The $1,500 reimbursement limit applies to foreign travel as well.

3.12 **Other Non-Reimbursable Items**
Other non-reimbursable items include any items that are generally personal in nature and therefore, not considered business. Some examples of non-reimbursable expenses are personal items charged to room such as movies, bottled alcohol, personal telephone calls, recreation activities or meals for the spouse/guest.

Charges for graphic or copying charges related to the paper/poster are not reimbursable as a travel expense. Charges related to preparing the presentation are the responsibility of the research sponsor.