

# The American Board of Plastic Surgery, Inc. ®



## Personal Leave Policy

The American Board of Plastic Surgery (ABPS) (Board) has established an optional 12 weeks of Personal Leave that is available to residents in both **Integrated and Independent** plastic surgery residency training programs.

The 12 weeks of Personal Leave may be used for residents for maternity leave, paternity leave, medical leave, foster care, adoption, or family leave or elective rotations both international and domestic. Personal Leave can be used exclusively for leave, exclusively for rotations or any combination of both. These 12 weeks of Personal Leave replaces the previous 12 week block of elective rotations. Personal Leave is not required to be taken as a single block of time, but can be distributed throughout the entire residency as the training program allows. To monitor resident safety, all maternity leave, paternity leave, medical leave, foster care, adoption, or family leave and all international rotations must be approved by the Program Director and the ABPS. In addition, all international rotations must be approved by the Plastic Surgery Residency Review Committee (RRC-PS). Refer to the Board's requirements for international rotations.

Once the 12 weeks of Personal Leave are exhausted, any additional leave must come from the 4 non-clinical weeks per year currently allowed by the Board. The 4 non-clinical weeks may be averaged over the length of the residency. The resident does not have to utilize all available non-clinical weeks before becoming eligible for this Personal Leave.

Personal Leave is considered independent of research time (6 weeks for Independent and 12 weeks for Integrated). **Residents may not use research time for Personal Leave.**

If any Personal Leave is taken the Program Director will need to provide details and explain how the combination of Personal Leave and non-clinical weeks still accomplishes the 48 clinical weeks per year that the Board requires. The 12 weeks of Personal Leave, whether used for electives or Personal Leave will count towards the 48 weeks per year. The 4 non-clinical weeks per year **do not** count towards the 48 weeks per year. Personal Leave taken beyond the 12 weeks of personal leave and the 4 non-clinical weeks per year combined would result in extended plastic surgery residency training.

Program Directors are required to attest that the resident satisfactorily completed all Plastic Surgery Milestones. This attestation will be completed by the Program Director at the time the Residency Graduation Form is requested by the Board and the Program Director officially "signs off" on the graduating resident.

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Program Directors (**not residents**) must contact the Board in writing for approval of any Personal Leave. The Program Director must send a letter to the Board Office via email to [info@abplasticsurgery.org](mailto:info@abplasticsurgery.org) detailing the following:

1. Name of resident;
2. Reason for personal leave;
3. Exact dates of expected personal leave;
4. Number of weeks expected for personal leave;
5. Number of clinical weeks worked for each academic year; and
6. PSY level of training that personal leave will be taken.