



ECSACOG

Trainees Leave Policy

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Introduction

The purpose of this Trainee Leave Policy document is to establish a clear, comprehensive, and consistent framework for managing leave requests within the Eastern Central and Southern African College of Obstetrics and Gynecology (ECSACOG). As a key component of our commitment to fostering an inclusive and supportive training environment, this policy aims to standardize the types of leave available, the number of leave days permitted, and the procedures for requesting such leave across all academic years for all trainees.

Trainees are the backbone of ECSACOG, and their well-being is paramount for both their personal and professional development. Recognizing the diverse needs of trainees, this policy is designed to reflect the realities of their training experience, which may include academic commitments, personal obligations, health concerns, and other unforeseen circumstances that necessitate time away from formal training.

The policy addresses several key leave types, including but not limited to sick leave, maternity leave, paternity leave, family bereavement leave, and annual leaves with eligibility, entitlement, Notification and documentation procedures.

In developing this policy, ECSACOG has been guided by principles of equity, flexibility, and accountability. Trainees are encouraged to utilize their leave entitlements meaningfully, while also ensuring their responsibilities to the program. Clear guidelines and procedures will help trainees navigate the leave request process efficiently, minimizing disruptions to their training and that of their colleagues.

This document is not only a policy statement but also a tool for fostering a positive training culture that values balance, self-care, and adaptability. By establishing mutual understanding and expectations between trainees and the institution, we aim to enhance the overall training experience at ECSACOG while maintaining the highest standards of professionalism and academic excellence.

Furthermore, this policy will be regularly reviewed and updated to reflect changing needs and circumstances within the training environment as well as input from trainees and faculty. Compliance with this policy is essential for ensuring that trainees can focus on their education and professional development while also attending to personal needs.

In summary, the ECSACOG Trainee Leave Policy is an essential component of our overarching mission to support, nurture, and empower our trainees during their training years as future leaders and clinicians in obstetrics and gynecology. Together, we can create a training environment that prioritizes health and well-being, thereby contributing to the mission of ECSACOG in advancing healthcare in the region.

Scope

This policy applies to all trainees enrolled in the ECSACOG's training program.

Types of Leave

Sick Leave

Eligibility: All trainees are eligible for sick leave from the date of their enrollment in the program.

Entitlement: trainees are entitled to a maximum of 30 working days of sick leave per academic year. Sick leave can be taken for personal illness, injury, or medical emergencies.

Trainees are entitled to up to 30 working days of sick leave per academic year.

Sick leave beyond 30 days will require:

Medical board approval, and consideration of make-up time, or academic year extension, depending on the duration and timing of the illness.

Serious or Chronic Illness: Trainees facing prolonged illness (e.g., chronic conditions, mental health challenges, recovery from surgery) may:

- Apply for medical withdrawal or temporary suspension of training.
- Rejoin the program at a mutually agreed time without penalty, depending on ECSACOG training policy.

Notification: trainees must notify their program director or supervising physician by phone or email as soon as they become aware of their inability to attend duty due to sickness. Notifications should be provided at least one hour before the start of the working day. The program director is expected to notify the registrar of ECSACOG by email.

Documentation: A medical certificate is required to be submitted for documentation.

Maternity Leave

Eligibility: Female trainees are entitled to maternity leave as per institutional guidelines, typically based on their length of service.

Entitlement: Trainees are entitled to a maximum of 12 weeks of maternity leave. This leave can be taken before and after childbirth, with a minimum of 4 weeks post-delivery leave to ensure recovery.

Notification: Trainees must inform their program directors at least 12 weeks in advance of the expected delivery date to facilitate adjustments in their training schedule. The program director is expected to notify the registrar of ECSACOG by email.

Documentation: A medical certificate confirming the pregnancy and expected delivery is required to be documented.

ECSACOG registrar will guide the trainee regarding additional days that will be covered by extending the training. eg if he/she adds 2 weeks she will add 2 weeks to the training program in that year to make sure he/she covers same number of weeks in training as other trainees in the specific academic year to fulfil the stipulated requirements.

Missed rotations or exams during maternity leave must be made up in a manner determined by the academic board or training committee, without academic penalty.

The trainee is not penalized in promotion, examination eligibility, or graduation timeline solely due to maternity leave, although graduation may be delayed if minimum training time is not met.

Examination Deferral: If a major academic assessment falls within the maternity leave period or shortly thereafter, the Trainee may request a deferral to the next examination cycle without penalty.

Paternity Leave

Eligibility: Male trainees are eligible for paternity leave upon the birth or adoption of a child.

Entitlement: Trainees are entitled to a maximum of 1 week of paternity leave.

Notification: Trainees should notify their program director at least 4 weeks in advance of the expected birth or adoption date. The program director is expected to notify the registrar of ECSACOG by email.

Documentation: A medical certificate confirming the pregnancy and expected delivery is required to be documented.

Family bereavement and Medical Leave

Eligibility: Trainees may take family and medical leave for serious health conditions or death of immediate family members

Entitlement: Trainees are entitled to up to 1 week of family bereavement and medical leave per year.

Trainees facing serious illness of a family member including spouse, children or parents may be entitled to a leave of absence up to 30 days.

They need to bring medical certificate of the sick and they being attendants.

Notification: Trainees must provide immediate notice to the program director when the need for leave is foreseeable. The program director is expected to notify the registrar of ECSACOG by email.

Documentation: A medical certificate confirming the same is required to be documented whenever possible.

Personal Leave

Eligibility: Trainees are entitled to get a one month annual leave per year.

Entitlement: Trainees are allowed 22 working days of personal leave per academic year.

Notification: Trainees must submit a written request to their program director at least 2 weeks in advance of the requested leave. The program director is expected to notify the registrar of ECSACOG by email.

Documentation: The request and the approved leave should be documented and copied to the ECSACOG's registrar.



Leave Request Procedure

- Trainees must complete the ECSACOG “Leave Request Form “that can be obtained from the secretariat of ECSACOG.
- The completed form must be submitted to the program director for approval. The scanned copy should be sent to ECSACOG’s registrar.
- Notifications for sick leave or immediate absences should be communicated verbally, followed by a written notification to the program director.
- Trainees should keep a copy of all submitted leave requests and correspondence regarding leave.

Record Keeping

All leave taken will be documented in the trainee’s personnel file. It is the responsibility of the program director to inform the registrar regarding the same.

Compliance

All leave taken will be documented in the trainee’s personnel file. It is the responsibility of the program director to inform the registrar regarding the same.

Amendments

This policy may be amended from time to time. Trainees will be notified of any significant changes to the leave policy.

Contact Information

For any questions or clarification regarding this policy, please contact the secretariat of ECSACOG

Effective Date: June 1, 2025



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