



Clinical Psychology Training Programs at Brown: A Consortium of the Providence VA Medical Center, Lifespan, and Care New England Extended Leave Policy

The following extended leave policy is to address trainees' need for leave of absence due to:

- the birth of a child, or placement of a child for adoption or foster care or guardianship
- to care for a spouse, child, or parent who has a serious health condition
- for the trainee's own serious health condition
- any other leave consistent with the Family and Medical Leave Act (FMLA)

It is the spirit of this policy to be flexible and accommodating with regard to leave, while following the HR policies of the employing hospital and also ensuring that training goals and requirements are met. Any leave taken must be full-time.

Internship: Clinical Psychology Residents must follow the Human Resources policies of their employing institution (Butler or the Providence VA Medical Center) regarding the specifics of their leave (e.g. duration allowed, use of benefits). It is an APA accreditation requirement that all clinical psychology residents must complete a year of full-time clinical training. If leave is taken during the calendar year of internship, the equivalent amount of days of leave (including clinical and research days) must be completed once the leave is over. An agreement should be drafted (using the Leave Request Form) outlining the plan for leave following consultation with HR, the relevant rotation supervisors, the track coordinator, and the training director.

Fellowship: Postdoctoral fellows must follow the Human Resources policies of their employing institution regarding the specifics of their leave (e.g. duration allowed, use of benefits). Fellows funded through NIH fellowship awards should consult federal guidelines regarding leave that are specific to those positions.

Single year fellowships: As is consistent with Brown Clinical Psychology Training Program Policy, all fellows must complete a full calendar year (2000 hrs.) of full-time training to receive a postdoctoral fellowship certificate. If leave is taken during a single-year fellowship, the equivalent amount of days of leave (including clinical and research days) must be completed once the leave is over to be able to obtain a fellowship certificate.

Two-year fellowships: Postdoctoral fellowships in Clinical Neuropsychology Specialty Program (CNSP) require two full calendar years (4000 hrs.) of full-time training. Because the CNSP is a 2-year program, if leave is taken during the fellowship, fellows may not be required to make-up any leave consistent with the Family and Medical Leave Act (FMLA) if the fellow is determined to meet end of year fellowship competencies at the conclusion of their second postdoctoral year. Progress toward competencies will be assessed within three months prior to taking extended leave and again no earlier than three months following their return to evaluate progress toward competencies. If a fellow is at risk for not meeting end of fellowship competencies, the fellow may be required to extend their fellowship at the discretion of the primary supervisors.

Postdoctoral fellows in the Research Fellowship Program (RFP) should consult with their mentor(s) to determine if their proposed training activities can be accomplished and research competencies attained during the original time frame, including time taken for parental leave, or if two full calendar years are necessary.

Fellowship Didactics: Fellows taking extended leave will follow existing policies for making up required didactics (i.e. Research Ethics for Research Fellows, Clinical Ethics for all fellows pursuing licensure, and Program specific didactics).

For all fellows, an agreement should be drafted, on the **Extended Leave Request Form**, outlining the plan for leave following consultation with HR, the relevant supervisors, and the appropriate training director.



**Clinical Psychology Training Programs at Brown: A Consortium of the
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 Extended Leave Request Form**

Name: _____

Track/Program: _____ **Internship:** _____ **Fellowship:** _____

TRAINING DATES

Start Date: _____ **End Date:** _____
(Last scheduled day of Internship/fellowship if there were no extended leave)

EXTENDED LEAVE INFORMATION

(ALL trainees are expected to adhere to HR policies of his/her employing hospital; Clinical Psychology Internship Training Program requires completion of 1 full calendar year (2000 hrs); Postdoctoral Fellowship Training Program (PFTP) requires completion of 1 full calendar year (2000 hrs.) for both Clinical Psychology Program (CPP), Clinical Child Psychology Specialty Program (CCPSP), and Research Fellowship Program (RFP) postdoctoral fellows - (RFP) postdoctoral fellows who are Institutionally-funded should also be aware of payback; the two-year Clinical Neuropsychology Specialty Program (CNSP) may not be required to make-up any leave consistent with the Family and Medical Leave Act (FMLA) if the fellow is determined to meet end of year fellowship competencies at the conclusion of their second postdoctoral year.)

Anticipated start date of extended leave: _____

Anticipated end date of extended leave: _____

Total anticipated number of weeks of extended leave: _____

PLAN FOR TRAINING COMPLETION

Anticipated number of Vacation Days to be used to offset extended leave: _____

Anticipated number of Sick Days (if applicable) to be used to offset extended leave: _____

Anticipated number of days to be "made-up" to complete internship/fellowship: _____
(If days are to be "made-up", please include a description on how this will be achieved)

Trainee Signature

Date

Supervisor Signature

Date