



MASSACHUSETTS GENERAL HOSPITAL

Title:	Unpaid Leave of Absence
Division:	Gordon Center for Medical Imaging (GCMi)
Applies to:	Non-Clinical Professional Staff Members Above Research Fellow
Effective Date:	April 1, 2020

Policy

- 1.1 If a professional staff member has been approved for an unpaid FMLA they may choose to go on unpaid leave or use discretionary time. This choice must be reported to the Senior Administrative Manager.
- 1.2 For all other unpaid leave, the staff member must use all discretionary and conference time before transitioning to unpaid status.
- 1.3 The Director of the Gordon Center for Medical Imaging must approve all requests for non FMLA unpaid leaves of absence/inactive status.
- 1.4 All time away must be reported using the GCMi time off reporting form: https://docs.google.com/forms/d/e/1FAIpQLSd-EXd_Ie5wcHYJCl5Gm4t6NS6H3kesqCM-D5Zt5pev1K6jOw/viewform
- 1.5 All policies may be interpreted at the discretion of the Director of the Gordon Center for Medical Imaging.