Gundersen Medical Foundation/Emplify Health by Gundersen

2026-2027 Resident and Fellow Benefits

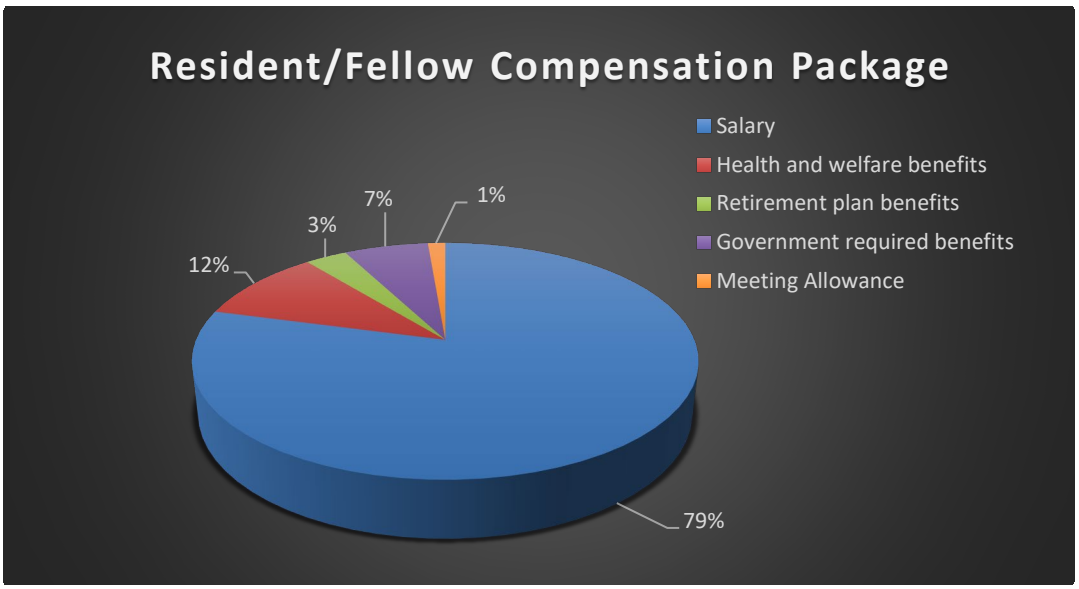
Any conflict between statements made in this benefit summary and the plan documents shall be governed by the applicable plan documents. ***Gundersen Medical Foundation (GMF) and/or Emplify Health by Gundersen may find it necessary to add, modify or change any or all benefits or premium contributions stated herein.***

This benefit sheet is applicable to the following residency and fellowship programs:

Residency Programs
Family Medicine
General Surgery
Internal Medicine
Oral and Maxillofacial Surgery
Podiatric Medicine and Surgery
Transitional Year

Fellowship Programs
Advanced GI Minimally Invasive/Bariatric Surgery
Emergency Medicine PA
Family Medicine OB
Hematology/Oncology
Hospice and Palliative Medicine

Compensation Package



Salary

PGY 1 $73,564.93	PGY 3 $77,619.69	PGY 5 $84,570.70
PGY 2 $75,302.68	PGY 4 $81,095.20	PGY 6 $88,046.21

Total Rewards Program
Our people demonstrate their dedication to our patients, communities and organization every day. One way of showing our commitment to you – our greatest resource – is through Emplify Health by

Gundersen's Total Rewards program. Please review this guide for detailed information regarding our comprehensive benefits.

Medical insurance
GMF pays the full cost of your medical premium, single or family. Please review the Total Rewards guide for details on the 2 plans offered by Emplify Health by Gundersen. Coverage begins on your date of hire.

Worksite Benefit Plans
GMF pays the full cost of the three supplemental plans (Hospital Insurance, Critical Illness Insurance, and Accident Insurance). Single or family coverage is available. Please review the Total Rewards guide for details on the 3 supplemental plans offered by Emplify Health by Gundersen. Coverage begins on your date of hire.

Dental insurance
Single or family coverage is available (monthly premiums apply). Two plans available (please review Total Rewards Guide), each plan pays 100% of preventative services including routine exams and x-rays. Coverage begins on date of hire.

Employee discounts
Each resident/fellow, spouse, and any dependent children under the age of 18 receive a 20% to 30% discount on all non-insurance covered services at Emplify Health by Gundersen. Examples of services include refractive eye surgery, optometry services such as eye wear (including prescription eyeglasses and contacts), cosmetic surgery, hearing aid, and dentures. (Please note: This list is not all-inclusive. Please check with the Revenue Cycle Department for specific details.)

Retirement Plan – Salary Deferment 401(K)
Eligibility: Employees age 21 or older who work 40 hours or more in a two-week pay period, i.e. must be in position scheduled to work 1,000 hours per year (.5 FTE). Entrance into the plan begins 1st of the month following date of hire. Thereafter, employees can enroll at any time. Employees may make personal pre-tax or Roth after-tax contributions to the plan.

We match 100% on the first 3% you contribute and $.50 for each dollar up to the next 2% you contribute, for a maximum contribution of 4%.

You contribute	We contributes
1%	1%
2%	2%
3%	3%
4%	3.5%
5%	4%

The matching contribution is made after each pay period. You may elect to contribute more than 5%. By law, the voluntary contribution is limited to a maximum of $23,500 for persons under age 50. You are immediately 100% vested in your voluntary contributions and our matching contributions. Coverage begins the 1st of the month following date of hire. Additional information can be found in the Total Rewards Guide.

Disability Insurance

Short-term disability (STD) coverage is paid by GMF. If you are unable to work for more than 14 consecutive days, STD provides a 60% weekly benefit up to $2,500 per week for up to 75 days. Your cost for STD coverage depends on your basic annual earnings. Coverage begins on date of hire.

Long-term disability coverage is paid by GMF. If you become disabled, benefits of up to 60% of monthly salary, up to $15,000, begin after a 90-day waiting period. Coverage begins on date of hire.

Group life and supplemental insurance

GMF pays coverage of 2x times annual salary to a maximum of $250,000. (This benefit is provided at no cost to you except for imputed income tax). You may purchase supplemental life insurance up to a maximum of five times your salary at rates in accordance with your age bracket. You may also purchase supplemental life insurance for your spouse and qualifying dependent children. Premiums for all supplemental policies are paid through after-tax payroll deductions. Coverage begins 1st of month after hire date.

Professional liability insurance

Residents/fellows are insured for professional liability under our insurance program. This coverage is currently obtained by utilizing the services of CNA Financial Corporation and its principal subsidiary, Continental Casualty Companies. Coverage is provided on a claims-made basis with limits of $1,000,000/$3,000,000. GMF will, at its expense, obtain any needed extended reporting endorsement liability insurance ("tail coverage") for services provided on behalf of GMF. Excess coverage in an unlimited amount is provided by law by the Wisconsin Injured Patients and Families Compensation Fund. The GMF pays all required premiums and fund contributions for this coverage on behalf of its residents/fellows.

Worker's Compensation

Each resident/fellow is covered under Worker's Compensation and normal laws apply.

Wellness Fund

Each resident/fellow will receive a one-time payment of $500 on their first paycheck, which is subject to applicable taxes, to be used toward wellness activities and products. Wellness activities and products are determined by the resident/fellow. Some examples of wellness activities and products may include, but are not limited to fitness/gym memberships, fitness equipment, and personal development. It is the responsibility of the resident/fellow to manage their wellness fund expenses.

Educational Fund

Each resident/fellow will receive a one-time payment, based on program year, on their first paycheck which is subject to applicable taxes, to be used for educational and/or professional development expenses. The chart below outlines the amount by program year. Some examples of educational expenses may include, but are not limited to meeting, educational butterfly ultrasound, iPad, books, online educational material, and board examinations. It is the responsibility of the resident/fellow to manage their educational fund expenses.

PGY 1 $1,000.00	PGY 3 $1,800.00	PGY 5 $2,500.00
PGY 2 $1,600.00	PGY 4 $2,000.00	PGY 6 $3,000.00

Wellness Time

Four (4) half days will be permitted throughout the academic year to attend to personal wellness. All wellness time must have prior approval by the program director. (See your specific program handbook for additional details).

Time Away from Training

Time away from training includes a maximum of fifteen (15) workdays, which may be taken throughout the academic year. All time away from training must have prior approval by the program director. (See your specific program handbook for additional details).

Meeting Time/Allowance

Each resident/fellow may receive up to (5) five working days for educational experiences per academic year for the general purpose of maintaining, continuing, or enhancing their education, training, or skill level, within their field of expertise. (See your specific program handbook for additional details.)

Total Time Away from Training

Additional time away from training beyond the maximum fifteen (15) workdays, wellness time, and meeting time will be per discussion and approval by the program director and review of guidelines of the applicable board certifying body.

Housing

Emplify Health by Gundersen offers two, on-campus, housing complex options, based on availability.

West Housing Complex

Fifty townhomes are located on the medical center grounds. Rent for these townhomes is $925.00 per month. Utilities covered include heat, electricity, and water, which are paid for by the medical center. The townhomes are unfurnished. Each townhome has a living room, dining room, kitchen, laundry area with individual washers and dryers, two bedrooms, full bathroom, and study/den. All are individually heated and air-conditioned. Garden space is also available.

Pet policy (pets allowed in West Housing Complex only)

- **ONLY** cats and dogs are allowed
- Quantity are limited to one of the three below:
  - One dog
  - Two cats
  - One cat and one dog
- All pets must be indoor pets and leashed when outside
- Size – dogs must be less than 75 pounds
- There will be a $500 security deposit amount for pet owners
- There will be an increase of $60 per month for pet owners
- Pets will NOT be allowed in East Housing Complex

East Housing Complex

Twenty-four townhomes are located near the East and Founder's Buildings. Rent for these townhomes is $1,115.00 per month. Utilities covered include heat, electricity, and water, which are paid for by the medical center. The townhomes are unfurnished. Each townhome has a living room, dining room, kitchen, laundry area with individual washers and dryers, two bedrooms, one full bathroom, and one

half bath. All are individually heated and air-conditioned. There is no garden space at this site but, gardening is available in the West Housing Complex. **Pets are not allowed in the East Housing Complex.**

We realize that people may choose to live off campus for a variety of reasons, including family size, pets, and the desire to own a home.

Additional Benefits

Child Care

Children of residents/fellows are eligible to attend a child-care center on the medical center grounds, provided openings are available.

Credit Union

Residents/fellows are eligible to use the Gundersen Credit Union.

Licensure

Your Resident Educational License (REL)/Resident Training License (TEL), State of Wisconsin license, and DEA registration fees are 100% paid by GMF.

Meals

Residents/Fellows that take call are provided with a $1,800 meal stipend for the academic year.

Laboratory Coats

Laboratory coats are provided, laundered, and repaired on a regular basis at no cost to you.

Health Sciences Library

We have a Health Sciences Library. The library's collection contains approximately 2600 online journal titles and 3,200 textbooks. Electronic resources, including ClinicalKey, AccessMedicine, and UpToDate, are available via our intranet. You have 24/7/365 access to the main library area by use of your identification badge.

Parking

If living off campus, parking is available at no charge in one of the immediate physician lots.

Sleeping Rooms

There are designated call rooms in the Heritage Building available for your use when you are on call.

Exercise Facility

The My Health Room located at the La Crosse and Onalaska campus is a fully equipped fitness facility offering a wide variety of cardiovascular and weightlifting equipment. All employees may use the facility at no cost.

P.E.E.R. Coaching:

Each resident/fellow has access to our P.E.E.R Coaching program. This individualized, confidential coaching experience is an opportunity to increase your fulfillment, satisfaction, and well-being in your career and personal life. This program is designed for you to explore your purpose in life, engage in personal growth, strive for excellence in designing an intentional life, and develop resolve to set and accomplish your goals. In working with one of our internal physician coaches, who are specifically

trained to coach medical personnel, you will identify and focus on your priorities and be supported to live your best life at work and at home. There are short-term and comprehensive coaching programs available to residents. Discussions can focus on specific issues such as communication challenges, conflict resolution, workflow to more in-depth discussions focusing on values and set goals, your purpose and vision, and creating a map for your future.

Status **Active** PolicyStat ID **18127870**

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Last Approved	6/12/2025
Effective	6/12/2025
Last Revised	6/12/2025
Next Review	6/12/2026
Owner	Renee Fraser: Director
Area	Human Resources
Applicability	Gundersen

Americans with Disabilities Act (ADA) and Reasonable Accommodations

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Applicable To

All employees, applicants, candidates, residents, fellows, students of Gundersen Health System, its principal affiliates, Gundersen Clinic, Gundersen Lutheran Medical Center, Inc., Gundersen Lutheran Medical Foundation, Inc., and Gundersen Lutheran Administrative Services, herein referred to as the "organization".

Purpose Statement

Our organization values and supports individuals those who are experiencing workplace limitations and/or barriers due to a disability. We are committed to fostering an environment in which all employees can easily and effectively request and obtain effective reasonable accommodations to achieve their full potential in the workplace.

Our organization complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and other applicable state and local disability related regulations to provide equal employment opportunities to applicants, candidates, and employees with disabilities. Consistent with this commitment, we participate in the interactive process with, and provide reasonable accommodation to, qualified applicants, candidates and employees. An effective reasonable accommodation is a modification or adjustment to the job application process, the work environment, and/or the way a job is customarily done to allow applicants, candidates and employees to be considered for a desired position, perform the essential functions of a roles, and/or enjoy the benefits and privileges of employment, unless such accommodation would result in undue hardship or pose a direct threat.

Definitions

Disability: a physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major Life Activities: includes, but are not limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, reaching, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others and working. Major life activities also include the operation of major bodily functions such as functions of the immune system, normal cell growth, special sense organs and skin, digestive functions, bowel functions, bladder functions, genitourinary functions (the urinary system and reproductive organs), neurological functions, brain functions, respiratory functions, circulatory functions, endocrine functions (involving glands and hormones), reproductive functions, cardiovascular functions, hemic functions (related to blood), lymphatic functions (part of the immune system), musculoskeletal functions, and operation of an individual organ within a body system.

Substantially Limits: Prevents an individual from performing a major life activity or significantly restricts the condition, manner or duration under which an individual can perform a major life activity compared to the average person in the general population.

Direct Threat: a significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation

Essential Functions: fundamental job activities that the employer determines are core to performing the job and that the individual in the position must be fully capable of executing.

Qualified Individual: an individual who has the skills, experience, education, and other job-related requirements necessary for the position and is able to perform the essential functions of the job with or without a reasonable accommodation.

Reasonable Accommodation: any effective modification or adjustment in the application process, work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

Undue Hardship: an action requiring significant difficulty or expense by the employer. Factors to be considered include:

- Nature and cost of the accommodation;
- Overall financial resources of the facility or facilities in the provision of the accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer, the size, number, type, and location of facilities.

The type of operations of the company, including the composition, structure, and functions of the workforce, administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

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Procedures

1. **Requesting a Reasonable Accommodation**
    a. Our organization supports requests for reasonable accommodations. Individuals may submit ADA Reasonable Accommodation Requests either orally or in writing by contacting the appropriate Talent Acquisition Manager, Supervisor/Manager, or Human Resources Business Partner (HRBP). Individuals have the option to complete the ADA Reasonable Accommodation Request form independently or seek assistance from leader or HRBP to gather the necessary information for submission to their respective HRBP.

2. **Interactive Process**
    a. The individual, along with relevant staff members (HRBP, Supervisor/Manager, etc.), will engage in an ongoing, interactive process to identify an effective reasonable accommodation, unless doing so poses a direct threat or undue hardship to the organization. An accommodation request can be submitted at any time.
    b. HRBPs may request appropriate medical information related to the functional impairment and the requested accommodation when the disability and/or need for accommodation is not obvious or already known.
    c. Our organization reserves the right to request relevant supplemental medical information if the submitted information does not clearly explain the nature of the disability, the need for the reasonable accommodation, or how the requested accommodation will assist the employee in performing the essential functions of the job, enjoying the benefits and privileges of the workplace, or assist an applicant with the application process.
    d. All medical information will be kept confidential.

3. **Determinations**
    a. Reasonable accommodation determinations are made on a case-by-case basis, taking into account various factors and conducting an individualized assessment for each situation. We strive to make determinations on reasonable accommodation requests promptly and will inform the individual once a decision has been made or if further information is needed.
    b. When an individual requests a specific accommodation that is ineffective, poses an undue hardship, or is not legally required (such as removing an essential job function), alternative accommodations will be explored until a reasonable accommodation is identified or it is determined that no reasonable accommodation is available.
    c. Reasonable accommodations do not include eliminating or reallocating an essential function of a job, lowering production standards of quality or quantity, providing personal items for general daily living not specific to the requirements of the job, such as prosthetic limbs, wheelchairs, or hearing aids or promoting an individual.

4. **General Provisions**
    a. Individuals will not face retaliation for requesting an accommodation in good faith,

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as our organization expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against anyone making such a request.

b. All individuals are required to comply with our organization's safety standards. Individuals who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made regarding the employee's immediate employment situation.

Inquiries and Complaints:

1. Individuals have the right to submit an informal dispute resolution request to the Employee Labor and Relations Department if they believe their rights related to the accommodation process have been violated or if they have concerns regarding the handling of their accommodation request.
2. Our organization expressly prohibits any form of workplace discrimination, harassment and retaliation as it relates to disability status. If an individual believes they or someone else has experienced behavior that violates this policy, they should report it immediately as referenced in Equal Employment Opportunity (EEO) policy. Failure to report such conduct may prevent our organization from becoming aware of a potential violation and hinder our ability to take appropriate corrective action.

Responsibilities

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Human Resources:

The Employee Labor and Relations (ELR) Department:

Responsible for implementing this policy, which encompasses handling and resolving matters concerning reasonable accommodation, direct threat, and undue hardship. They are also responsible for processing and investigating ADA Compliance Requests.

Human Resources Business Partner:

Responsible for processing the ADA Reasonable Accommodation request and supporting the interactive process.

Leaders:

Responsible for ensuring that their employment related practices and decisions comply with the ADA Reasonable Accommodation policy.

Responsible for communicating complaints of harassment or retaliation with the Human Resources department.

Responsible for connecting employees with the associated HRBP to support the ADA Reasonable Accommodation Process.

Employees, Applicants, Candidates, Residents, Students:

All the above individuals are expected to comply with this policy.

References

Equal Employment Opportunity Policy (EEO)

The Rehabilitation Act of 1973

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act of 2008

Staff Right to Participate in Patient Care (HR-230)

Pregnant Workers Fairness Act policy

Attachments

Ley para Estadounidenses con Discapacidades (ADA) y Adaptaciones Razonables

Txoj Cai Americans with Disabilities Act

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Approval Signatures

Step Description	Approver	Date
Chief People Officer	LeAnne Andersen: Chief People Officer	6/12/2025
Legal Counsel	Annalyn Evenstad: Legal Counsel	6/11/2025
Policy Review Committee	Thomas Hodde: HR Program Consultant	6/9/2025
	Renee Fraser: Director [TH]	6/9/2025

Applicability

Gundersen

Status **Active** PolicyStat ID **18926150**

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Owner	Jennifer Lee: Director
Area	Medical Education
Applicability	Gundersen

Appointment and Reappointment of Graduate Medical Education Residents/Fellows

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Applicable To

Residents and fellows of Gundersen Lutheran Administrative Services, Inc., independently and as agent for Gundersen Lutheran Medical Center, Inc., Gundersen Clinic, Ltd., Gundersen Lutheran Medical Foundation, Inc., Memorial Hospital of Boscobel, Tri-County Memorial Hospital Inc., St. Joseph's Health Services Inc., Palmer Lutheran Health Center, Moundview Memorial Hospital & Clinics, Inc., and Saint Elizabeth's Hospital of Wabasha, Inc. (hereinafter referred to collectively as "Gundersen").

This policy is applicable to the Graduate Medical Education (GME) residency and fellowship programs that are accredited or non-accredited, except for the Accreditation Council for Graduate Medical Education (ACGME) programs. These programs include Advanced GI Minimally Invasive/Bariatric Surgery Fellowship, Oral and Maxillofacial Surgery Residency, Podiatric Medicine and Surgery Residency, Pharmacy Practice Residency, Sports Physical Therapy Residency, Optometry Residency, Adult Postdoctoral Psychology Fellowship, Emergency Medicine Physician Assistant Fellowship, and Family Medicine OB Fellowship.

Purpose Statement

The purpose of this policy is to provide general guidance concerning the policies and practices of Gundersen Medical Foundation/Gundersen relating to the appointment and reappointment of residents/fellows. Gundersen Medical Foundation/Gundersen reserves the right to amend and modify this policy at any time, with or without prior notice, and without regard to the effect thereof on any person.

Subject to the guidelines in this policy, Gundersen Medical Foundation residency and fellowship programs are committed to participating in the appointment and reappointment processes specific to individual program accrediting body requirements.

Definitions

Accreditation Council for Graduate Medical Education (ACGME): an independent, 501(c)(3), not-for-profit organization that sets and monitors voluntary professional educational standards essential in preparing physicians to deliver safe, high-quality medical care to all Americans.

Adult Psychology Fellowship is non-accredited fellowship.

Advanced GI Minimally Invasive Bariatric Surgery Fellowship is accredited by Fellowship Council. The MATCH program is through Fellowship Council.

Emergency Medicine PA Fellowship is accredited by Accreditation Review Commission on Education for Physician Assistant, Inc.

Family Medicine OB Fellowship is a non-accredited fellowship.

Optometry Residency is accredited by the Accreditation Council on Optometric Education. The MATCH program is through National Matching Services, Inc.

Oral & Maxillofacial Surgery Residency is accredited by the American Dental Association Commission on Dental Accreditation. The MATCH program is through National Matching Services, Inc.

Pharmacy Residency is accredited by American Society of Health-System Pharmacists. The MATCH program is through National Matching Services Inc.

Podiatric Medicine & Surgery Residency is accredited by the Council on Podiatric Medical Education. The MATCH program is through Central Application Service for Podiatric Residencies.

Sports Physical Therapy Residency is accredited by the American Board of Physical Therapy Residency and Fellowship (ABPTRFE)

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Procedures

A. **APPOINTMENT OF RESIDENTS/FELLOWS.** All applications, academic credentials, personal goals, and other information submitted by applicants will be holistically reviewed by the Program Director and/or their designee, to identify exceptional candidates. Candidates will be invited to meet with the Program Director and other staff (where appropriate) for personal interviews. Following the completion of the personal interview, the Program Director and appropriate staff will review the interviewed applicants' applications and create a rank list in order of preferred selection. "Match" programs vary among each GME program and all contracts/rules of said Match programs are the responsibility of the individual program director. For programs that do not have a formal Match program, a program specific policy regarding the offering of GME positions will be written and updated annually.

1. Eligibility Criteria. Applicants meeting specific program qualifications shall be eligible for appointment to Gundersen' Medical Foundation's accredited or unaccredited graduate medical education program. Specific eligibility requirements as directed by individual program accrediting body guidelines will be followed.
2. Commitment to Belonging and Inclusion: Each GME program, in partnership with Gundersen Medical Foundation/Gundersen, must engage in practices that focus on

mission-driven, ongoing, systematic recruitment and retention of a workforce of residents, fellows, faculty members, senior administrative staff members, and other relevant members of our academic community.

3. Resident/Fellow Contract. Successful applicants are required to execute and deliver a standard form residency/fellowship contract, incorporating terms and conditions acceptable to Gundersen Medical Foundation. Residents/fellows are appointed for a one-year term, subject only to the right of Gundersen Medical Foundation to terminate or extend the relationship in accordance with the terms and conditions of the residency contract and applicable Gundersen Medical Foundation/Gundersen policies.

B. **REAPPOINTMENT.** Eligibility for reappointment to Gundersen Medical Foundation's GME programs for additional one-year terms depends upon several factors. If a resident/fellow meets the criteria listed below, the Program Director may certify the resident/fellow as eligible for reappointment. The applicable governing boards of Gundersen Medical Foundation/ Gundersen, upon the recommendation of the Vice President/Designated Institutional Official, shall have final authority over decisions to reappoint residents/fellows for additional one-year terms. Factors considered in reappointment of a resident/fellow include, but area not limited to, the following:

1. The resident's/fellow's overall job performance and satisfactory completion of all training requirements/components.
2. Compliance with the current residency/fellowship contract.
3. Compliance with Gundersen Medical Foundation/Gundersen policies.
4. The availability of a sufficient number of resident/fellow positions.
5. Continuation of Gundersen Medical Foundation's accredited GME program.
6. The financial capacity of Gundersen Medical Foundation/Gundersen.
7. Furtherance of Gundersen Medical Foundation's medical education goals.

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C. **REDUCTION OR TERMINATION OF RESIDENCY/FELLOWSHIP PROGRAMS**. If it becomes necessary for Gundersen Medical Foundation/Gundersen to terminate or reduce the size of its GME program, residents/fellows will be notified as soon as possible. In such event, Gundersen Medical Foundation/Gundersen will make every effort to:

1. Allow residents/fellows already in the program to complete their education
2. Assist displaced residents/fellows in identifying a residency/fellowship program in which they can continue their education.

D. **NON-RENEWAL OF CONTRACTS**. Gundersen Medical Foundation will ensure that our residency/fellowship programs provide their residents/fellows with a written notice of intent not to renew a resident/fellow's contract no later than four months prior to the end of the resident's/fellow's current contract. However, if the primary reason(s) for the non-renewal occurs or concludes within the four-month period prior to the end of the contract, Gundersen Medical Foundation will ensure that our programs provide their residents/fellows with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the contract. Residents/Fellows will be allowed to implement Gundersen Medical Foundation's formal grievance procedures as outlined in the Resident and Fellow Disciplinary Policy, upon receipt of the written notice of intent not to renew the contract.

Responsibilities

Administrative Director of Medical Education: Development and oversight of this policy.

Graduate Medical Office: Processing and maintaining contracts electronically in MedHub for appointment and reappointment of residents/fellows.

Residency/Fellowship Program Directors: Review applications and interview candidates for open slot positions and follow applicable program match processes. Maintain resident/fellow performance documentation as needed for reappointment. For programs without a formal Match program, format a written policy for the offering of resident/fellow positions.

References

Not Applicable.

Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	11/14/2025
Director	Jennifer Lee: Director	11/14/2025
Manager	Jennifer Klonecki: Manager	11/14/2025
Policy Review Committee	Sarah Melde: Director	9/25/2025
	Jennifer Lee: Director	9/16/2025

Applicability

Gundersen

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Owner	Renee Fraser: Director
Area	Human Resources
Applicability	Gundersen

Equal Employment Opportunity (EEO)

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Applicable To

All employees, residents, fellows, students, applicants of Gundersen Health System, its principal affiliates, Gundersen Clinic, Gundersen Lutheran Medical Center, Inc., Gundersen Lutheran Medical Foundation, Inc., and Gundersen Lutheran Administrative Services, herein referred to as the "organization".

Purpose Statement

Our organization complies with all federal, state, and local equal employment opportunity laws, including applicable affirmative action requirements, and with all applicable laws prohibiting discrimination against employees, applicants, students, residents based on race, color, religion, creed, national origin or ancestry, ethnicity, sex, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law in all hiring and employment practices. This policy reflects our commitment to providing equal employment opportunities for all individuals and promoting belonging in the workplace.

This policy applies to all terms and conditions of employment including, but not limited to recruiting, hiring, placement, promotion, demotion, termination, transfer, leaves of absence, compensation, benefits, training, layoff, and return from layoff.

Definitions

Protected Characteristic: characteristics shielded against discrimination under federal, state, or local laws.

Discrimination: the unequal treatment of an individual in any aspect of employment and based solely or in part on any protected characteristic.

Harassment: disrespectful or unprofessional conduct that is not welcomed by the person being harassed and is based solely or in part on any protected characteristic.

Retaliation: any adverse employment action taken against an individual because that person participated in activity protected under this policy or reasonably thought to be protected under this policy.

Procedures

1. The organization is committed to ensuring that any individuals that are covered under this policy are treated equally.
2. We value and promote belonging in the workplace and promotes a culture of belonging by developing policies, programs, and procedures that foster a work environment in which differences are respected and all employees are treated fairly.
3. The organization strives to keep its workplace free from all forms of harassment regarding any conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The organization considers harassment in all forms to be a serious offense and violation of this policy.
4. The organization requires all new hires, including managers and supervisors, to undergo training on complying with this policy. Thereafter, training on the policy is provided annually for all employees.
5. Any individual covered under this policy who qualifies as such is invited to self-identify as an individual with a disability or a covered veteran.
6. All government nondiscrimination posters are displayed permanently in conspicuous locations in all facilities and on our organization's internal webpage.

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Inquiries and Complaints:

1. Gundersen expressly prohibits any form of workplace harassment based on race, color, religion, creed, national origin or ancestry, ethnicity, sex, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. Violations of this policy should be directed to the employee's manager or the Director, Employee and Labor Relations. Inquiries concerning the application of this policy should be directed to the Director, Employee and Labor Relations.
2. The Human Resources, Employee Labor and Relations team will conduct a prompt and impartial investigation into complaints of discrimination, harassment, and retaliation.
3. We will ensure that employees, students, and applicants who provide information regarding claims about discrimination, oppose any discriminatory practice, or participate in investigations of such complaints are protected against retaliation.
4. We will not discourage or obstruct employees and applicants from filing complaints with the federal Equal Employment Opportunity Commission, state or local EEO agency.
5. All employees, applicants, students, residents and volunteers, who engage in discriminatory conduct or harassment are subject to immediate disciplinary action, up to and including

termination.

Responsibilities

The Director, Employee and Labor Relations has been appointed Equal Employment Opportunity Officer and is directly responsible for the planning, implementation and day-to-day monitoring of Equal Employment Opportunity decisions and activities.

Employment Opportunity Officer may be reached at 608-775-6623 or rdfraser@emplifyhealth.org

Human Resources:

Gundersen Health System's Employee and Labor Relations department is responsible for enforcement of the Organization's Equal Employment Opportunity Policy.

Leaders:

Responsible for ensuring that their employment related practices and decisions comply with this Equal Employment Opportunity Policy. Share all complaints of harassment or retaliation with the Human Resources department. Share any requests for Reasonable Accommodation with the Human Resources department.

Applicants, Employees, Residents, Fellows, Students, Staff:

Every employee of Gundersen Health System is expected to comply with this Equal Employment Opportunity policy.

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References

American with Disabilities Act and The Rehabilitation Act of 1973, as amended; Title VII of the Civil Rights Act of 1964; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Equal Pay Act; 16.765, Wis. Stats.; Wisconsin Fair Employment Law; Wisconsin State Statute s.111.32(13m); Genetic Information Nondiscrimination Act (GINA) of 2008; Age Discrimination in Employment Act of 1967; Minnesota Statutes 177 and 181; Iowa Civil Rights Act; MN Human Rights Act; Office of Federal Contract Compliance Programs; MINN. STAT. 181.939

Staff Right Not to Participate in Care, HR-230

Pregnant Workers Fairness Act

ADA/Reasonable Accommodation Policy

Attachments

Igualdad de Oportunidades en el Empleo (EEO)

Muaj Hwv Tsam Sib Txig Nrhiav Hauj Lwm Ua (EEO)

Nursing Mothers, Lactating Employees, and Pregnancy Accommodations employee notice.pdf

Approval Signatures

Step Description	Approver	Date
Chief People Officer	LeAnne Andersen: Chief People Officer	6/9/2025
Legal Counsel	Annalyn Evenstad: Legal Counsel	6/9/2025
Policy Review Committee	Thomas Hodde: HR Program Consultant	6/9/2025
	Renee Fraser: Director [TH]	6/9/2025

Applicability

Gundersen

COPY

Status **Active** PolicyStat ID **18127883**

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Effective	6/11/2025
Last Revised	6/11/2025
Next Review	6/11/2026
Owner	Renee Fraser: Director
Area	Human Resources
Applicability	Gundersen

Pregnant Workers Fairness Act

COPY

Applicable To

All employees and job applicants of Gundersen Health System, its principal affiliates, Gundersen Clinic, Gundersen Lutheran Medical Center, Inc., Gundersen Lutheran Medical Foundation, Inc., and Gundersen Lutheran Administrative Services, herein referred to as the “organization”.

Purpose

At Gundersen Health System, we are committed to fostering an inclusive and supportive workplace for all employees and job applicants. This policy reflects our dedication to the federal protections afforded to individuals with pregnancy-related conditions, including pregnancy, childbirth, lactation, and related medical issues.

We recognize the unique challenges that can arise during this important time and strive to ensure that all employees and job applicants are provided with reasonable accommodations. By doing so, we aim to create an environment where everyone feels valued and supported, allowing them to thrive both personally and professionally. Our commitment to inclusivity reinforces our belief that a supported and engaged workforce is essential to our success.

Definitions

PWFA: Pregnant Workers Fairness Act

WESA: Women's Economic Security Act

HR: Human Resources

TA: Talent Acquisition

EEOC: Equal Employment Opportunity Commission

ADA: Americans with Disabilities Act

Pregnancy-Related Condition: Any condition related to pregnancy, childbirth, or a medical condition related to or arising from pregnancy or childbirth.

Reasonable Accommodation: Any modification or adjustment to a job, the work environment, or the way things are usually done that enables a qualified individual with known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

Known Limitation: Any physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions that the employee or the employee's representative has communicated, whether or not such condition meets the definition of disability under the ADA.

Undue Hardship: An action requiring significant difficulty or expense by the employer. Determining whether an accommodation would impose an Undue Hardship on an employer, factors to be considered include:

- Nature and cost of the accommodation;
- Overall financial resources of the facility or facilities in the provision of the accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer, the size, number, type, and location of facilities.
- The type of operations of the company, including the composition, structure, and functions of the workforce, administrative or fiscal relationship of the facility involved in making the accommodation to the employer.

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Procedures

- The Pregnant Workers Fairness Act (PWFA) is a law that requires covered employers to provide reasonable accommodations for employees or job applicants experiencing limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause an undue hardship for the employer.
- The PWFA applies to private and public employers with 15 or more employees.
- The PWFA requires reasonable accommodation for an employee or job applicant with a "known limitation."
    - "Known" means the employee or job applicant has communicated to the employer about the limitation.
    - "Limitation" means a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.
    - The physical or mental condition can be a PWFA limitation whether or not it meets the definition of "disability" under the ADA.
- An employer is prohibited from requiring an employee with a known limitation to take leave, either paid or unpaid, if another effective reasonable accommodation exists, absent undue

hardship.

- Employees and job applicants have the right to request reasonable accommodations for pregnancy-related conditions by informing their employer.
    - This can be orally or written.
- It is illegal to fire or discriminate against employees and/or job applicants that are covered under the PWFA.
- Employees and applicants who believe their rights under this Act have been violated can file a complaint with the EEOC.
- For employees physically working in Minnesota, please review the attached document titled MN WESA Notice.

Requesting a PWFA Accommodation

- Submitting a request:
    - Employees or job applicants can submit a request (orally or written) for accommodation to their leader who will work with their HR Business Partner (HRBP), including the nature of the request and the desired accommodation.
    - The leader will work with the HRBP and may request documentation under certain circumstances to support the need for the accommodation.
    - The leader will work with the HRBP and will respond to requests for accommodations within a reasonable time frame after receiving request.
        - The leader will work with the HRBP and must engage in the interactive process without delay.

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Medical Documentation

- The leader will work with the HRBP and may seek information from the employee's health care provider under limited circumstances.
- It is not reasonable to require medical verification if:
    - The limitation and need for an adjustment or change at work due is obvious.
    - The employer already knows about the limitation and the adjustment or change at work due to the limitation.
- If medical documentation is needed, the employer is limited to documentation that confirms:
    - The physical or mental condition by providing a simple statement. This can be a modest or minor impediment or problem and does not need to be a medical diagnosis;
    - The physical or mental condition is related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.
        - Pregnancy, childbirth, or related medical conditions do not have to be the sole, the original, or a substantial cause of the physical or mental condition.
    - Describes the adjustment, restriction, timeline and/or change at work that is needed

due to the limitation.

Responsibilities

Employer

The organization, Human Resources, Talent Acquisition, and Leaders are entrusted with the following key responsibilities.

- Receive and evaluate requests for employees and job applicants.
    - Review and consider all requests for reasonable accommodations based on individual needs and circumstances.
    - Understands that the request may not have a specific phrase or mention of PWFA.
- HR/TA and relevant management personnel will engage in meaningful discussions with employee(s) to explore potential accommodations.
- Implement reasonable accommodations in a timely manner.
    - Must engage in the interactive process without delay.
- Keep all medical information and discussions related to accommodations confidential in compliance with applicable laws.
- Will not take retaliatory action against an individual who requests or receives a reasonable accommodation related to pregnancy, childbirth or related conditions in good faith.
- Receive training on the provisions of the PWFA and this policy to ensure compliance and proper handling of accommodation requests.

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Employee/ Job Applicant

- Inform employer of their need for an accommodation. This can be done orally or in writing.
- Provide relevant information and documentation.
    - Medical details are not always required, but more information may need to be provided about their condition and how it affects their ability to perform job functions.
- Requests for accommodation should be made as soon as possible, ideally before the need arises, to allow sufficient time for the employer to assess and implement the accommodation.
- The individual should be open to discussing their needs and collaborating with the employer to find a suitable accommodation.
- If an employee or job applicant believes that they have been subject to retaliation based on an accommodation or accommodation request, they should inform HR.
- If necessary, the individual should follow up on their request to ensure it is being addressed.

References

EEOC- PWFA, EEOC- Pregnancy, Childbirth, or related Medical Conditions, Accommodations, DLI-MN Women's Economic Security Act (WESA) FAQs,

Americans with Disabilities Act (ADA) and Reasonable Accommodations policy

Equal Employment Opportunity EEO policy

Attachments

MN WESA Notice

Approval Signatures

Step Description	Approver	Date
Chief People Officer	LeAnne Andersen: Chief People Officer	6/11/2025
Legal Counsel	Annalyn Evenstad: Legal Counsel	6/11/2025
Policy Review Committee	Thomas Hodde: HR Program Consultant	6/9/2025
	Renee Fraser: Director [TH]	6/9/2025
Policy Review	Shayna Gilbertson: Manager [TH]	6/9/2025

Applicability

Gundersen

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Last Revised	5/14/2026
Next Review	5/14/2027
Owner	Jennifer Lee: Director
Area	Medical Education
Applicability	Gundersen
References	Standard Operating Procedure

Residency/Fellowship Applicant Visa Statement (GME Programs)

COPY

Applicable To

All applicants applying for an Oral & Maxillofacial Surgery, Podiatric Medicine & Surgery, Advanced GI Minimally Invasive Bariatric Surgery, Pharmacy, Sports Physical Therapy, Psychology, Emergency Medicine Physician Assistant, Family Medicine OB, or Optometry Residency/Fellowship Program sponsored by Gundersen Lutheran Administrative Services, Inc., independently and as agent for Gundersen Lutheran Medical Center, Inc., Gundersen Clinic, Ltd., Gundersen Lutheran Medical Foundation, Inc., Memorial Hospital of Boscobel, Tri-County Memorial Hospital Inc., St. Joseph's Health Services Inc., Palmer Lutheran Health Center, Moundview Memorial Hospital & Clinics, Inc., and Saint Elizabeth's Hospital of Wabasha, Inc. (hereinafter referred to collectively as "Gundersen").

Purpose Statement

To provide applicants with a visa status policy.

Definitions

GME Residency and Fellowship Programs: Residency and Fellowship programs not accredited by the ACGME which include: Oral & Maxillofacial Surgery, Podiatric Medicine & Surgery, Advanced GI Minimally Invasive Bariatric Surgery, Pharmacy, Sports Physical Therapy, Psychology, Emergency Medicine Physician Assistant, Family Medicine OB, and Optometry

Procedures

I. Gundersen Medical Foundation's GME accredited programs accept the following applicant visa status: J-1, EAD, and F1. H1B visas are not being accepted at this time. The Advanced GI Minimally Invasive Bariatric Surgery and Family Medicine OB Fellowships are not accepting visas at this time.

II. Any other visa status may be reviewed for sufficiency and adequacy in Gundersen Medical Foundation's sole discretion, subject to applicable laws.

III. All visa requests will be handled by the Administrative Director of Medical Education or their designee.

Responsibilities

The Vice President (VP)/Designated Institutional Official (DIO)and Administrative Director of Medical Education are responsible for the development and oversight of this policy.

References

ADEA Pass - Oral & Maxillofacial Surgery Residency
CASPR - Podiatric Medicine & Surgery Residency
The Fellowship Council - Universal Fellowship Application Match Service - Advanced GI Minimally Invasive/Bariatric Surgery Fellowship
ASHP - Pharmacy PGY1 Residency
ABPTFRE - Sports Physical Therapy Residency
APPIC - Psychology Fellowship
ACOE - Optometry Residencies

ARC-PA - Accreditation Review Committee on Education for the Physician Assistant, Inc.

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Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	5/14/2026
Manager	Jennifer Klonecki: Manager	5/13/2026
Policy Review Committee	Bradley Northrup: Accreditation Specialist	5/13/2026
Policy Owner	Jennifer Lee: Director	4/16/2026

Applicability

Gundersen

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Status **Active** PolicyStat ID **18926281**

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Next Review	10/2/2026
Owner	Jennifer Lee: Director
Area	Medical Education
Applicability	Gundersen

Resident & Fellow Vacation and Leave of Absence MedEd-1920

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Applicable To

All residents and fellows of Gundersen Lutheran Administrative Services, Inc., independently and as agent for Gundersen Lutheran Medical Center, Inc., Gundersen Clinic, Ltd., Gundersen Lutheran Medical Foundation, Inc., Memorial Hospital of Boscobel, Tri-County Memorial Hospital Inc., St. Joseph's Health Services Inc., Palmer Lutheran Health Center, Moundview Memorial Hospital & Clinics, Inc., and Saint Elizabeth's Hospital of Wabasha, Inc. (hereinafter referred to collectively as "Gundersen").

Purpose Statement

This policy describes vacation, medical, parental, and caregiver leaves of absences for residents and fellows in accordance with appropriate accrediting body and applicable laws. Th medical, parental, and caregiver leave of absence benefit in this policy is available one (1) time during a Graduate Medical Education residency or fellowship program. Gundersen Family Medical Leave Act may be utilized in addition to this program should it be necessary.

Definitions

A. **Accreditation Council for Graduate Medical Education (ACGME)**: The accreditation organization that sets and monitors voluntary professional educational standards essential in preparing physicians to deliver safe, high-quality medical care to all Americans. The ACGME oversees the accreditation of its residency and fellowship programs in the United States.

B. **Other Programs -** Residencies and fellowships not accredited by the ACGME. These programs may or may not be formally accredited by an external organization.

C. **Vice President of Medical Education and Designated Institutional Official (VP/DIO)**: The

overall leader of all Graduation Medical Education Residency and Fellowship Programs.

D. **Program Director (PD) -** A leader of an individual Residency or Fellowship program.

E. **Administrative Director (AD)** - Administrative Director of Medical Education.

F. **Graduate Medical Education (GME) Manager** - GME Manager of Residency/Fellowship Administrative Staff

G. **Human Resources (HR)** - Department of Human resources at Gundersen.

H. **Medical Education Office (MEO)** - Centralized office for Medical Education at the Gundersen Medical Foundation

I. **Program Administrator (PA) -** Administrator of the resident's/fellow's training program.

J. **Graduate Medical Education Committee (GMEC)** - Body that has authority and responsibility for oversight and administration of each Sponsoring Institution's residency and fellowship programs.

K. **Resident** - Person appointed to a residency position in a Graduate Medical Education program sponsored by Gundersen Medical Foundation.

L. **Fellow -** Person appointed to a fellowship position in a Graduate Medical Education program sponsored by Gundersen n Medical Foundation.

M. **Sponsoring Institution (SI)** - Organization with ultimate authority and oversight of resident and fellow assignments and the quality of the learning and working environment for the Residency and Fellowship training programs.

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Procedures

Vacation: Overview

Time away from training for residents/fellows that work holidays and weekends includes a maximum of fifteen (15) workdays, which may be taken throughout the academic year. All time away from training must have prior approval by the program director. (See your specific program handbook for additional details).

Time away from training for residents/fellows in our Pharmacy, Optometry, Sports Physical Therapy, and Adult Psychology programs that do not work holidays or weekends includes a maximum of ten (10) workdays, which may be taken throughout the academic year. All time away from training must have prior approval by the program director. (See your specific program handbook for additional details).

Process for Submission, Approval and Documentation for Medical Education for Vacation

A. Requesting Vacation:

    1. All vacation time must be requested through the program's required approval process. Please refer to your program's handbook for specifics.

B. Approval Process:

1. Vacation requests are reviewed by the Program Director and Program Administrator.
2. Schedules will be adjusted to accommodate for all approved vacation time.
3. Weekend dates do not count toward the allotted vacation time. However, any requests for time off during scheduled weekend responsibilities must still be submitted and approved through the program's approval process.
4. Approval is based on:
    a. Avoiding conflicts with training requirements
    b. Ensuring vacation does not exceed the allotted time
    c. Compliance with program policies

C. Tracking Vacation:
    1. Approved vacation time will be logged in MedHub.
        a. Work/Duty hours and Moonlighting hours cannot be logged in MedHub during use of vacation days.
        b. ½ days cannot be tracked in MedHub. For those programs who allow ½ vacation days due to clinic schedules, this will be tracked in a program specific learner time away from training tracker, to ensure compliance with use.

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Leaves of Absence: Overview

Gundersen Medical Foundation's (Sponsoring Institution) policy for leaves of absence (medical, parental, and caregiver) is consistent with appropriate accrediting body and applicable laws.

Gundersen Medical Foundation provides three categories of "leaves of absence":

A. Medical Education Office supported leave:
    1. Provides residents and fellows up to six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with appropriate accrediting body and applicable laws at least once and at any time during the GME residency or fellowship program.
    2. Provides residents and fellows with at least the equivalent of 100 percent of their salary for the first six weeks of the approved medical, parental, or caregiver leave(s) of absence taken.
    3. Ensures the continuation of health, disability, and liability insurance benefits for residents and fellows and their eligible dependents during the approved medical, parental, or caregiver leave(s) of absence.
    4. Provides residents and fellows with one additional week of paid time off reserved for use outside of the first six weeks of the approved leave(s) of absence. Available time away from training must be used for this additional week of paid time off, if available. If available time away from training is exhausted, then an additional five (5) days of paid time off is covered.
    5. Ensures that each of the GME residency or fellowship programs provides its

residents and fellows with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and their eligibility to participate in examinations by the relevant certifying board(s).

B. Family and Medical Leave Act (FMLA):
    1. Please reference theGundersen Family and Medical Leave, HR-520 Policy for details on the use of this leave.

C. Personal Leave of Absence (PLA):
    1. Please reference the Gundersen Personal Leave of Absence, HR-535 Policy for details on the use of this leave.

Process for Submission, Approval and Documentation for Medical Education supported Leaves of Absence

A. The resident or fellow must inform their Program Director and Program Administrator in writing that they request a leave of absence. The resident or fellow may share the details of their request with their Program Director and Program Administrator, but they are only required to disclose the category of their leave (medical, parental, or caregiver).

B. The Program Director and Program Administrator will meet with the resident or fellow to review their planned leave of absence dates and review any potential impact on the resident's or fellow's ability to graduate on time and/or take certifying exams. The Program Director and Program Administrator will review clinical assignments the resident orfellow will be required to make up, if any. All discussions will be documented by the Program Director and Program Administrator and placed in the resident's or fellow's electronic personnel file.

C. The Program Director and Program Administrator will work with the resident or fellow on a plan to amend their schedule to accommodate a leave of absence.

D. The Program Director will notify the MEO leaders of the Leave of Absence consistent with this policy to include additional time off requests for vacation and education time around the time of requested leave. This communication must include if the requested leave of absence will impact the resident's or fellow's ability to complete the program by their contracted end date or have any adverse effect for them to qualify for board examination.

E. The Program Administrator will submit the request in MedHub.

F. The resident or fellow must email their Program Director and Program Administrator at least one week before the end of an approved leave of absence and confirm their return-to-work date. Any changes to the leave of absence plan must be communicated in writing to the Medical Education.

Process for Submission, Approval and Documentation for Additional Leave of Absence Request (s): FMLA/ PLA

- Should the resident or fellow need additional time away from training prior to or after the

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Medical Education Supported Leave as defined above:

A. The resident or fellow must inform their Program Director and Program Administrator in writing that they request a leave of absence. The resident or fellow may share the details of their request with their Program Director and Program Administrator, but are only required to disclose the category of their leave (medical, parental, or caregiver).

B. The Program Director and Program Administrator will meet with the resident or fellow to review their planned leave of absence dates and review any potential impact on the resident's or fellow's ability to graduate on time and/or take certifying exams. The Program Director and Program Administrator will review clinical assignments the resident or fellow will be required to make up, if any. All discussions will be documented by the Program Director and Program Administrator and placed in the resident's or fellow's electronic personnel file.

C. The Program Director will notify the VP/DIO, AD, and GME Manager, in writing to inform them that a resident or fellow is requesting an additional leave of absence under the Family Medical Leave Act or Personal Leave of Absence Policy. The Program Director is only required to disclose the category of the resident's or fellow's leave (medical, parental, or caregiver) request. This communication must include if the requested leave of absence will impact the resident's or fellow's ability to complete the program by their contracted end date or have any adverse effect for them to qualify for board examination.

D. The AD will work with the PD and HR to facilitate the leave of absence request process. HR will inform the resident or fellow of the required documentation to process the leave of absence request.

E. The Program Director and Program Administrator will work with the resident or fellow on a plan to amend their schedule to accommodate the leave of absence.

F. The Program Administrator will submit the request in MedHub.

G. The resident or fellow must email their Program Director, Program Administrator and GME Manager at least one week before the end of an approved leave of absence and confirm their return-to-work date. Any changes to the leave of absence plan must be communicated in writing to the Medical Education Office.

Additional Information

- This policy is available at all times to residents and fellows via the GME residency/fellowship manuals.
- Leaves of absence (medical, parental, and caregiver reasons) are in addition to program specific vacation and education time.
- Gundersen Resident and Fellow Housing is administrated through a year-long lease. If resident or fellow lives in Gundersen Resident/Fellow Housing and needs to extend training, there is no guarantee that continuation of housing will be available.

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Responsibilities

The Administrative Director of Medical Education is responsible for the development and oversight of this policy. The Graduate Medical Education Committee must review and approve this policy annually.

References

Accreditation Council for Graduate Medical Education (ACGME): (IR 4.8 (a-g)) - ACGME Institutional Requirements

Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	10/2/2025
Director	Jennifer Lee: Director	10/2/2025
Policy Review Committee	Sarah Melde: Director	10/2/2025
	Jennifer Lee: Director	9/16/2025

Applicability

Gundersen

Status Active PolicyStat ID 18926225

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Last Approved	10/2/2025	Area	Medical Education
Effective	10/2/2025	Applicability	Gundersen
Last Revised	10/2/2025	References	Policy
Next Review	10/2/2026		

Resident/Fellow On-Campus Housing Selection Policy

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Applicable To

All residents and fellows in both accredited and non-accredited residency and fellowship programs overseen by Gundersen Lutheran Health System, Inc. or any of its subsidiaries, (hereinafter referred to collectively as "Gundersen").

Purpose Statement

On-campus rental housing is available for residents/fellows enlisted in residency/fellowship programs at Gundersen. There are a limited number of housing units available. This policy outlines the housing application and selection process for on-campus rental housing.

Definitions

On-Campus Rental Housing: Available housing for residents/fellows in the West Housing Complex (50 units) and the East Housing Complex (24 units).

MEO: Medical Education Office

Procedures

I. On-Campus Rental Housing: Prioritization

   a. First consideration for available housing is based on residency/fellowship program requirements for taking in-house call, call from home, work intensity, and distance/ response time to Gundersen for emergent and urgent patient care. The programs which meet the criteria for prioritization are: Family Medicine, General Surgery, Internal Medicine, Oral & Maxillofacial Surgery, Podiatric Medicine & Surgery, and Transitional Year residencies and Advanced GI & Minimally Invasive Bariatric

Surgery, Family Medicine OB, and Hospice & Palliative Medicine fellowships.

II. On-Campus Rental Housing: Application

1. A housing application will be sent to all incoming residents/fellows after they are identified for the next academic year. This typically occurs in March.
2. Current residents/fellows who are interested in obtaining On-Campus Rental Housing must complete an application for consideration.
3. Residents/Fellows will have two weeks to complete the housing application and return it to the Medical Education Office (MEO) via the instructions provided if they desire to live on campus during their residency/fellowship. The deadline date will be listed in the instructions provided by MEO.
4. Applications received before the deadline date will be reviewed to evaluate the number of requests for on campus rental housing.
5. If the number of application requests exceeds the number of available housing units, a lottery will be used to determine housing unit selection (see section III:2 below).
6. Residents/Fellows who miss the application deadline will not be considered for housing unless there are units available after the Second Round (section III:2 below). No exceptions will be made.
7. All communication regarding housing will be accomplished electronically (email).

III. On-Campus Rental Housing: Selection

1. First Round:
    a. Residents/Fellows will be considered for housing with the following order of priority:
        i. New residents/fellows from the programs listed in (I. a.) (First priority)
        ii. New residents/fellows of all other graduate medical education programs (Second priority)
        iii. Current residents/fellows of all programs (Third priority)
    b. Residents/Fellows will be notified by the MEO of their on-campus rental housing option within one week of the application deadline
    c. Residents/Fellows will have 48 hours to accept the housing option emailed to them. If the resident/fellow does not accept the offer or fails to reply within 48 hours, the housing unit will be made available for the Second-Round housing application process.
2. Second Round: Lottery
    a. If housing units are still available after the Fiirst-Round application process a lottery will be used to determine housing unit selection for residents/ fellows desiring to live on-campus. Individuals from the first round who failed to meet the 48-hour response deadline will be re-entered into the second-round lottery.

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b. Residents/Fellows chosen through the lottery will be notified by the MEO of the available housing option and will have 48 hours to respond.

c. This lottery process will continue until all available housing units for the academic year are filled.

d. When all housing units have been filled, residents/fellows who submitted housing applications will be notified by MEO that on-campus rental housing is no longer available. This time-sensitive information will be shared immediately following the completion of the second-round housing lottery process.

e. Community housing resources will be provided to any resident/fellow who was unable to obtain on-campus rental housing.

IV. On-Campus Rental Housing Off-Cycle

a. Due to variations in program start and end dates (Family Medicine OB Fellowship, Adult Psychology Fellowship, Advanced GI/Bariatric Surgery Fellowship, and Emergency Medicine Physician Assistant Fellowship), program extensions, and resident/fellow attrition on-campus rental housing may be available off-cycle from the standard academic year.

b. If there are not enough housing units available during the first-round application process to satisfy the requests, residents/fellows from the prioritization list (I. a.) will be given first option of an on-campus off-cycle unit. In these circumstances the following will pertain to the resident/fellow:

i. The resident/fellow will be notified of the unit's availability date.

ii. The resident/fellow will be responsible for finding alternative housing until the unit is available.

iii. The resident/fellow will have 48 hours to accept the housing option.

c. If off-cycle housing units remain after the First Round they will be placed in the lottery for the second-round housing application process.

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Responsibilities

The Vice President/Designate Institutional Official, Administrative Director of Medical Education, and Programmatic Manager in Medical Education are responsible for the development and oversight of this policy. In addition, they are responsible for the dissemination of this policy to appropriate internal and external customers.

Residency/Fellowship Program Directors, Associate Program Directors and Program Administrators: Dissemination of this policy to potential and current residents/fellows.

Rent Manager, Facility Operations: In conjunction with Medical Education Programmatic Manager, will disseminate policy information to potential renters and follow the outlined process for on-campus rental housing selection.

References

N/A

Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	10/2/2025
Director	Jennifer Lee: Director	10/2/2025
Policy Review Committee	Sarah Melde: Director	10/2/2025
	Jennifer Lee: Director	9/16/2025

Applicability

Gundersen

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