

GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

Subject:	Vacation and Leave of Absence
Effective Date:	7/1/2020
Distribution:	All ACGME-accredited, ABMS-accredited and GMEC-approved programs
Revision Date:	7/6/2023;1/3/2024;2/7/25

PURPOSE:

To ensure a uniform standard and allow for amendment based on individual need and/or departmental policy.

POLICY:

- Residents¹ are entitled to four (4) weeks of paid vacation time for each July 1-June 30 period in which the Resident is engaged in the Resident Training Program and a pro rata portion for any partial year during which the resident is engaged in the Resident Training Program. The scheduling of vacation time is subject to the prior approval of the Program Director or designee.
- Time away for job/fellowship interview(s) must receive prior approval of the Program Director or designee. There is no separate paid leave for these activities. Residents must use a portion of their allotted vacation time for this purpose.
- Residents are eligible for up to ten (10) sick days per academic year. For absences lasting three (3) or more consecutive days or time taken in the month of June, a doctor's note must be submitted to the Program Director before duty can be resumed. Sick days do not roll over to the next academic year.
- Residents must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during work hours.
- Residents are eligible for up to three (3) days of bereavement leave which is consistent with YNHHS policy. Details are available at the following link:
<https://ynhh.ellucid.com/documents/view/18847?product=policy>
- The Family and Medical Leave Policy for residents is outlined in the Resident Training Agreement (resident¹ contract). The policy may be amended as required by the state or Federal Family and Medical Leave Act.
- If a resident is on leave for any sanctioned reason and cannot complete the residency program within the time normally allotted, the Program Director, after discussion with the DIO, will be permitted to re-appoint the resident for an additional period of time equal to the amount of time needed to complete all required education activities, assuming the resident is in good standing. No vacation will be allowed during the extended time to complete the program. A trainee on a J-1 Visa cannot extend his/her training if this will violate the regulations governing his/her J-1 visa status.

¹ This Includes Fellows

- The Program Director or designee must provide the resident¹ with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's¹ eligibility to participate in examinations by the relevant certifying board(s). Please refer to GME policy, *Effect of Leave of Absence on Satisfying the Criteria for Program Completion*.

¹ This Includes Fellows