

## GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

Subject:	<b>Vacation and Leave of Absence</b>
Effective Date:	7/1/2020
Distribution:	All ACGME-accredited, ABMS-accredited and GMEC-approved programs
Revision Date:	7/6/2023

### **PURPOSE:**

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

### **POLICY:**

- Residents/fellows are is 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/fellow 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/fellows must use a portion of their allotted vacation time for this purpose.
- Residents/fellows shall earn sick time at the rate of one (1) day for each calendar month worked. Resident/fellow absence because of illness for five (5) or more consecutive days must provide a doctor's note to the Director of Medical Education before they may return to duty.
- Residents/fellows must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during work hours.
- The Family and Medical Leave Policy for residents/fellows is outlined in the Resident Training Agreement (resident contract). The policy may be amended as required by the state or Federal Family and Medical Leave Act.
- If a resident/fellow 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 to 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.
- The Program Director or designee must provide the resident/fellow 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's/fellow's 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*.