

Resident Vacation, Leave and Personal Illness Policy

PURPOSE: To ensure a standard and allow for amendment based on individual need and/or departmental policy. Residents and Fellows are collectively referred to as “Residents” throughout this document.

- A Resident is entitled to 4 weeks of vacation time with pay for each July 1- June 30 period 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 by the Program Director or designee. There is no separate paid leave for these activities. Individual programs may have policies which must be consistent with accreditation and/or specialty board requirements.
- Residents shall accrue sick time at a rate of one (1) day for each calendar month worked, up to twelve (12) days per year. Resident absence because of illness for three (3) or more consecutive days must provide a doctor’s note to the Designated Institutional Official (DIO) before returning to duty. Sick time is not accrued when residents are on a leave of absence of greater than 30 calendar days.
- All residency and fellowship programs must allow their trainees the opportunity to attend medical, dental and mental health care appointments, including those scheduled during working hours. Programs must not place restrictions on when residents may schedule these appointments. Residents must not be required to use vacation or sick time when taking time off for these appointments unless they are for a full day or more. Individual programs may have policies that describe the process within their programs.
- Residents must request all full days off in MedHub (personal illness [sick], vacation, leave of absence [interview, family etc.]), which must be approved in MedHub by the program.
- 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. All visa holders must comply with the provisions of their respective visa prior to the approval of an extension of training.
- The Program Director or designee must provide the resident 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 eligibility to participate in examinations by the relevant certifying board(s).
- The Family and Medical Leave Policy for residents is available on the Bridgeport Hospital GME Website at <https://www.bridgeporthospital.org/medical-professionals/gme/about-gme/policies.aspx>. This policy may be amended as required by the State or Federal Family and Medical Leave Act.

12/2011
01/2013
04/2015
06/2018
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