

GRADUATE MEDICAL EDUCATION POLICIES Vacation and Leaves of Absence

ACGME Policies

IV.H.1. The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws.

Applies to: ACGME Institutional Requirements IV.H. – IV.H.1.g)

Background

Psychological, emotional, and physical well-being are critical in the development of the competent, caring, and resilient physician and requires proactive attention to life inside and outside of medicine. Vacations, sick time, and when appropriate, leave(s) of absence are critical to this well-being.

Residents/Fellows, are employees who are entitled to leaves of absence for protected events by FMLA. However, they are also students; and while the federal law may allow them time away, their specialty board requirements for time in-training may not correspond with the law. It is the responsibility of the Sponsoring Institution, and Program Director to ensure that they understand the effects of an extended leave on their projected graduation date and curriculum schedule.

Procedure

Residents/fellows in ACGME-accredited residencies/fellowships are eligible for time off including vacation, sick, bereavement, educational, wellness/fitness, jury duty, military service obligations, and family.

Time off may be paid or non-paid. All residents/fellows are provided paid time off, front-loaded to their first day of training, and renewed annually:

Vacation: 21 days

Sick: 14 days

Professional/Personal: 3 days

Other time off, such as military, jury or bereavement leave follows UH staff guidelines.



Paid time off for residents/fellows is not vested. Sick time is the only category which accrues from year to year.

Additional categories of leave may or may not be paid, depending upon the individual circumstances of the trainee, and the amount of paid time off they have available.

Educational leave and time off for military service obligations are the only categories of leave which may count for time in training, as the activities participated in during that time off may be considered educational in nature.

Requests for leave other than sick must be made in advance to the resident's/fellow's Program Director, following their written protocol.

During orientation for new residents, and again annually, Program Directors shall present information to their trainees, concerning the specialty-specific Board requirements related to the effects of leave on the ability to complete the program as planned. This shall also be included in the program specific handbook and discussed with residents during semi-annual meetings. At the time an extended leave is requested (i.e. maternity), the Program Director shall discuss implications of the planned time off, and both they and the resident shall sign off on the *COM Extended Leave Planning Form*.

The COM provides six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the resident/fellow is required to report. The COM will provide 100% of the resident/fellow's salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken. Pay for additional leave will be based upon paid time off accrued.

Residents/fellows are also provided with one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence.

If the resident's training program must be extended to satisfy board and/or other educational requirements, the resident/fellow must make up the excess time before being promoted to the next PGY level.

Residents/fellows are expected to work on holidays based on the needs of the program/department. Leaves for religious observances cannot be guaranteed.

Leave afforded to residents/fellows is not accrued. Any unused PTO will be forfeited upon completion of the program.

Residents/fellows must be provided the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during working hours. Each program must develop



and ensure residents/fellows understand the process by which a trainee may request such time off.

EFFECTIVE DATE: September 1, 2023

APPROVAL DATE: August 24, 2023

REVIEW DATE: August 24, 2024 (Annual Review)