Tilman J. Fertitta Family College of Medicine

Graduate Medical Education Policies

VACATION AND LEAVES OF ABSENCE

ACGME Policies

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

IR IV.H.2.   This policy must ensure that each of its ACGME-accredited programs provides its residents/fellows with accurate information regarding the impact of an extended leave of absences 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).

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. (ACGME IR 2021)

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 (including weekends)

Sick: 14 days (including weekends)

Educational: 3 days

Military Service Obligations: 14 days (including weekends)

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, and utilizing the UHCOM Vacation/Leave Request Template.

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*.

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, 2021

APPROVAL DATE: August 31, 2021

NEXT REVIEW DATE: January 31, 2024