



Policy No.	Click here to enter text.
Origination Date:	March 22, 2021
Last Revision Date:	April 8, 2022
Last Review Date:	Click here to enter a date.

Category:	Admin/HR	Retired Date:	
Policy Owner:	Graduate Medical Education		
<b>Policy Title:</b>	<b>Sponsoring Institution Vacation &amp; Leaves of Absence</b>		
Supersedes:	New Policy		

**POLICY**

Paid Time Off (PTO), time off and scheduling guidelines for residents in Graduate Medical Education (GME) at Fairfield Medical Center (FMC).

**PURPOSE**

To establish guidelines for requesting PTO, time off & leave within an academic year, within the guidelines of our respective accrediting body, the Accreditation Council of Graduate Medical Education (ACGME), and fulfillment of a residents requirements for their specialty board certification.

**RESPONSIBILITIES**

**I. Residents:**

- A. Residents must be provided 36 months of supervised graduate medical education in an accredited residency program. The ACGME continuity of care requirements dictate the permitted length of absence per program. Refer to the ACGME program requirements for specific length of absence details as well as the specialty board certification requirements.
- B. The amount of time a resident can be away from residency duties and still meet board requirements vary among the specialties. **It is the resident’s responsibility to be aware of his/her specialty requirements.**
- C. **PTO: Three weeks of PTO must be scheduled prior to the beginning of the academic year. Five additional days of PTO may be utilized throughout the academic year with approval by the PD.**
- D. Each resident is responsible for notifying GME leadership of their PTO requests and submitting requests within the proper time frame.
- E. Each resident must fulfill their respective programs requirements for their time in residency.
- F. All leaves will be scheduled with prior approval of the Program Director (PD), with the exception of emergencies or unexpected illnesses. In the case of unexpected emergency or illness, the resident should contact the PD, the preceptor and program coordinator at the earliest possible time, no less than two hours prior to the shift start time.
- G. If leave time is taken beyond what is allowable for specialty board and the resident is required to extend his/her period of activity in the training program, the resident should request permission to extend and must establish a schedule for doing so in consultation with the PD.

**II. Program:**

- A. The PD is responsible for approving/denying PTO requests.
- B. Weekends and call schedules will be assigned based on annual department rotations announced at the start of each academic year (adjusted when needed with additional/new staff), assigned in collaboration with co-chiefs and GME leadership.
- C. In cases where a resident is granted a leave of absence by the program, or must be away because of illness or injury, leaves of absence must be communicated to Human

Resources. All time away from training in excess of the allocated time for vacation and illness will be recorded in New Innovations.

- D. Approval/denial of PTO will be communicated by the program coordinator to the resident and the Preceptor. Requests with less than 45 days' notice require the Preceptor's signature of approval.

## DEFINITIONS

- I. Medical, Parental and Caregiver Leave: resident is provided six weeks of medical, parental and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws, once and at any time during an ACGME-accredited program starting the day the resident is required to report
- a. Resident will receive 100 percent of their salary through the following methods: If eligible through FMLA and Short Term Disability (STD), the STD will be utilized, PTO will be exhausted up to 120 hours, leaving 40 hours to be utilized outside of the Medical, Parental and Caregiver leave. Any time not covered by STD and PTO, will be paid by GME, up to the six weeks of leave.
  - b. Resident and their eligible dependents will have continuation of the health and disability insurance benefits during any approved medical, parental or caregiver leave(s) of absence. Residents on leave are responsible for all employee contributions for benefits. Refer to the FMC FMLA policy AHR-14-006 for additional information.
- B. Military leave/Jury duty: Residents will be granted military leave or leave for jury duty as required by applicable law. Please contact Human Resources (HR).
- C. Bereavement and Interviews require the use of PTO.
- II. **Family Medical Leave Act (FMLA)** is a federal law that provides eligible employees of covered employers with unpaid, job-protected leave for specified family and medical reasons. Additional information of FMLA is available through the HR Department (see Policy AHR-14-006).

## PROCEDURE

- I. **Resident PTO Requests:**
- A. Initial (3 weeks) PTO requests must be submitted at least one month prior to the start of the academic year (five consecutive week days).
  - B. All other PTO requests are to be submitted at least 45 days in advance.
  - C. Requests should be submitted utilizing the GME resident PTO request form.
  - D. Residents will be notified via the Program Coordinator when PTO is approved/denied.
  - E. PTO switch requests may be submitted and approved only due to unforeseen circumstances.
- A. For PTO requested throughout the academic year the PD, preceptor and Program Coordinator must be notified via phone as soon as possible; and no later than 2 hours prior to the scheduled shift.
  - B. The resident needs to call off for each scheduled shift.
  - C. A signed resident request for PTO form will still need submitted by the resident upon their return to work.
  - D. GME will follow FMC policy with COVID-19 testing and PTO.
- II. **Additional PTO Guidelines:**
- A. Refer to Program Manual for additional PTO guidelines.
  - B. The amount of PTO days off per academic year may not exceed 20 days.

- C. If a PTO request coincides with a previously scheduled on call shift, it is the resident’s responsibility to find their own call coverage.
- D. Residents are not allowed to take half days of PTO.

**III. Days off when the resident is not needed on rotation:**

- A. When the residency clinic or rotation clinic is closed, residents are required to notify GME leadership and revert back to service.
- B. When the rotation office is closed please notify GME leadership for guidance prior to occurring event or as soon as notified by the Preceptor. Options for these days include:
  - 1. Extra clinic day, if required numbers for graduation have not been met
  - 2. Project day, aligned with current rotation, assigned by the PD.

**IV. Requests for Leave**

- A. It is the resident’s responsibility to discuss any leave time with the PD to ensure training requirements are not adversely affected, which may extend their residency training period.
- B. Time under any of the following may not be counted toward Board eligibility:
  - 1. Holiday’s where residents do not complete required alternative assignment
  - 2. Vacation/Priority PTO
  - 3. Sick time
  - 4. Leave

References:	FMC FMLA Policy
Distribution:	Internal Medicine Residents/GME Staff
Related Policies/Forms/Records:	Employee Effectiveness Policy Duty Hour & Moonlighting Policy GME Manual Family Medical Leave Act (FMLA) Paid Time Off (PTO) Attendance & Tardiness Unpaid Leave of Absence (LOA) Pandemic Leave & Pay Practices Bereavement Leave Military Leave Jury Duty
Related Standards/Legislation:	<a href="#">Click here to enter text.</a>

**REVISION HISTORY**

Date	Description of Revision	Authored By
3/22/2021	Policy created	GME
4/8/2022	Complete revision	GME
3/7/2023	Complete revision	GME

**APPROVAL AND REVIEW**

Approval	<a href="#">Click here to enter text.</a>	Date:	<a href="#">Click here to enter a date.</a>
Approval (if applicable)	<a href="#">Click here to enter text.</a>	Date:	<a href="#">Click here to enter a date.</a>

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Approval (if applicable)	Click here to enter text.	Date:	Click here to enter a date.
Committee Review Recommend:	Policy & Procedure Oversight Committee	Date:	Click here to enter a date.
Committee Review Recommend: (if applicable)	GMEC	Date:	May 29, 2023
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Review Schedule:	Every 3 years		