

Western Reserve Health Education Authorized Policies and Procedures
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TMP-17:
Resident Vacation and Leave Policy

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Policy

Standardize Paid Time Off (PTO) and Leave PTO for all Resident/Fellows appointed to all ACGME and Non-Accredited Training Programs sponsored by Western Reserve Health Education.

Procedure

Each Resident will be awarded PTO time equal to 17 working days per appointment year during the term of the Resident's Employment Agreement. PTO days may not be carried over beyond the one-year term of the Agreement. Residents shall not be entitled to payment for PTO days not taken for any reason. Unused PTO is not eligible for reimbursement.

PTO must be approved in advance and in writing by the Program Director, in accordance with residency program specific scheduling and request conditions.

Each resident is entitled to a maximum of six weeks paid approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws once during their ACGME-accredited program, starting the day the resident/fellow is required to report. Residents/Fellows must apply for approved medical, parental, and caregiver leave(s) of absence online following Human Resources procedures. This leave can be one continuous block or can be an aggregate of intermittent leaves. Any additional qualifying leaves will be unpaid unless the resident wishes to use their available PTO.

Available PTO will be used during leave. Residents who use all 17 PTO days during an approved medical, parental, and caregiver leave(s) of absence qualify for an additional 1-week of paid leave, one-time during an ACGME accredited training program. The additional week is intended to be used during the post graduate year of the leave, but if the leave extends to the end of the post graduate year, the Program Director may approve the 1 week to be used the following post graduate year.

After available paid six-week leave is exhausted, remaining leave will be unpaid. Other time off (Sick/Wellbeing, Bereavement, etc.) cannot be used to extend length of leave beyond the approved leave period. The additional 1-week of paid leave is not available to those residents who used 1 week of PTO prior to requiring a medical, parental, and caregiver leave(s) of absence.

No program progression such as program completion or promotion can take place during medical, parental, and caregiver leave(s) of absence until the Resident returns to active employment status. Moonlighting during medical, parental, and caregiver leave(s) of absence is prohibited.

Health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence will be continued.

As with PTO, program leadership must approve a leave of absence and be provided with as much advance notice as possible. Eligible types of leave include: managing one's own serious medical condition, caring for a family member with a serious medical condition, or bonding with a child within the first 12 months of birth or adoption.

Applicable Human Resources Policies will be followed for applying for all leaves of absence: Bereavement Leave; Jury Duty Leave; Military Leave; Family Medical Leave Act (FMLA); Non FMLA Medical Personal Leave of Absence; Workers' Compensation.

J-1 Exchange Visitors on Leave

Federal regulations require that the Educational Commission for Foreign Medical Graduates (ECFMG) maintain up-to-date records on the locations and activities of the exchange visitor physicians it sponsors. Residents on an ECFMG-sponsored J-1 are therefore required to inform ECFMG in advance of any planned LOA including medical, parental, or academic leave. The [Required Notification of a Leave of Absence](http://ecfm.org) [ecfm.org] form with instructions is available on the ECFMG website.

Make Up for Extended Leave

It is important to understand the impact of an extended leave of absence upon the criteria for satisfactory completion of the program. The minimum amount of training time during the contract year may be defined for residencies by the Accreditation Council for Graduate Medical Education in the specialty specific standards. In addition, member boards of the American Board of Medical Specialties must clearly state when time away from training for purposes of parental, caregiver and medical leave will require an extension of training in order to become eligible for Initial Certification. They may also limit the maximum amount of time away from training a candidate may take in any single year or level of training. Each ACGME-accredited program must provide its residents 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).

Typically, AGME Program Requirements or the requirements of relevant certification boards expect 48 weeks or 11 months active in the training program for a given year. In the case where any such requirements relative to a particular WRHE Training program is not specific, the allowable combined total of PTO and any additional sick or personal time during the contract year shall be one month (30 days). For combined leave totals that exceed this amount, residents shall be permitted to make up the excess amount or to have their program extended by an equivalent amount of time to meet the requirements of their residency program. However, for some programs, such an extension of program time may require the approval of the ACGME Residency Review committee appropriate to that program. For combined leave exceeding 1 month, a review by the Residency Training Director shall be required. If it is determined that the resident has not made sufficient progress in the program due to the amount of training time missed, in excess of the thirty (30) allowable days as set out in this paragraph, the resident may be required to make up training time. Failure to meet the required time requirement for completion of the program may affect the eligibility of the resident to take the Specialty Board. The Board eligibility requirements will be available from the Program.

The GMEC shall provide oversight of the implementation of this institutional policy, at least annually; after the completion of the academic year.

Institutional Requirement 4.8., 4.8.a-g.