



# PARKVIEW HEALTH

## OFFICE OF GRADUATE MEDICAL EDUCATION

<b>TITLE: Vacation and Leave of Absence Policy</b>	
<b>PAGES: 3</b>	<b>GMEC APPROVED: 06.18.21</b>
<b>EFFECTIVE DATE: 07.01.21</b>	<b>REVIEWED DATE: 11.10.23; 11.13.24</b>
<b>REVISIONS APPROVED BY GMEC: 11.27.23; 11.18.24</b>	
<b>INSTITUTIONAL POLICY</b>	

**SCOPE:**

This policy applies to all resident physicians training in a Parkview Health ACGME-accredited residency program.

**PURPOSE:**

The purpose of this policy is to detail the paid time off and leave of absence time and procedures applied to all Parkview Health specialty programs. This policy is written in compliance with the Accreditation Counsel for Graduate Medical Education (ACGME) requirements (I.V.H. effective July 1, 2022):

**I.V.H. Vacation and Leaves of Absence**

- IV.H.1. The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws. This policy must: (Core)
  - IV.H.1.a) provide resident physicians with a minimum of 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 physician is required to report; (Core)
  - IV.H.1.b) provide resident physicians with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken; (Core)
  - IV.H.1.c) provide residents/fellows with a minimum of 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 taken; (Core)
  - IV.H.1.d) ensure the continuation of health and disability insurance benefits for resident physicians and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence; (Core)
  - IV.H.1.e) describe the process for submitting and approving requests for leaves of absence; (Core)
  - IV.H.1.f) be available for review by resident physicians at all times; and, (Core)
  - IV.H.1.g) ensure that each of its ACGME-accredited programs provides its resident physicians 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 physician's eligibility to participate in examinations by the relevant certifying board(s). (Core)

**DEFINITIONS:**

**ATO** – Allowed Time Off

**FMLA** – Family Medical Leave Act

**LOA** – Leave of Absence

**GME** – Graduate Medical Education

**POLICY:**

Resident physicians are allowed a total of 20 days off (allowed time off; ATO) per academic year for vacation, conferences, and interviews. Residents are allotted 5 sick days per academic year; sick time exceeding 5 business days per academic year must be made up by using their ATO days. If a resident is sick beyond 5 consecutive calendar days, they must request a leave of absence. Such leave of absence may be dependent upon approval of the specialty program director and may require certification by the resident physician's personal physician. All time off must be approved by the specialty program director or their designee. Unused ATO cannot be carried over to the following academic year.



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A leave of absence of six weeks may be taken during the specialty training period. The equivalent of 100 percent of the resident salary will be paid during the first six-week leave during the resident's training each academic year. The following process will be followed if a leave of absence is needed:

- The resident will notify the Program Director and Program Coordinator
- The resident will complete the Parkview GME LOA Request Form, sent by the Program Coordinator
- The Director of GME will send an email to Parkview Benefits Department notifying them of the resident leave.
- The Director of GME will send the resident and the Parkview Benefits Department instructions for contacting the Hartford Group to apply for their FMLA.
- The resident will apply through the Hartford Group for their FMLA.
- The Program Director or Program Coordinator will forward the Director of GME all notifications they receive from the Hartford Group.
- The Director of GME will follow-up with Parkview Benefits Department with any issues and final decision of FMLA approval.

Leaves of absence in excess of six (6) weeks per academic year may result in an extension of residency training. Specialty program policy defines the following categories of leaves of absence:

- Family/Medical
- Personal
- Military
- Worker's Compensation
- Educational

Arrangements for ATO are to be made according to the specialty program policy. According to the prevailing policy at the time, resident physicians may be expected to make up call nights for vacation and conference time.

A leave of absence is needed when a resident physician is unable to work for an extended period due to an FMLA qualifying condition. When taking a leave of absence, the resident physician will apply for leave protection under the Family Medical Leave Act (FMLA), if eligible.

Specialty boards may have policies regarding minimum length of training necessary for board eligibility when a leave of absence has occurred. Resident physicians are encouraged to discuss this with their specialty program director.

If necessary, the Designated Institutional Official will serve as the final arbiter in questions arising from this policy. It is the Office of Graduate Medical Education's desire to be both liberal and fair to all concerned when considering the above issues. Resident physicians must view the policy considering the responsibility they have to their training, to their peers, and to the integrity of the specialty board certification process. With such a spirit of cooperation and responsibility, problems are unlikely to develop in this area.

### **PROCEDURE:**

#### **ATO**

All requests for ATO require the prior approval of the specialty program director and will be subject to his/her discretion.



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### **Absence due to Minor Illness**

When such an absence occurs, the resident physician is expected to notify the specialty program director (or his/her designee). If the resident physician is scheduled to be on call, he/she will be expected to arrange coverage for the call and to make up the call. The taking of a sick day for illness will not be questioned, but the specialty program director is authorized to request documentation of illness.

### **Extended Absence due to Illness**

A resident physician must request a leave of absence whenever an absence due to illness will exceed five calendar days.

### **Related Parkview Health Policy:**

[Family and Medical Leave \(FMLA\)](#)

[Leave of Absence](#)

[Return to Work](#)

### **REFERENCES/AUTHORITIES:**

Institutional Requirements, Accreditation Council for Graduate Medical Education, 2022