



Dr. Kiran C. Patel College  
of Osteopathic Medicine  
**NOVA SOUTHEASTERN  
UNIVERSITY**

## **NSU KPCOM GME** **POLICY ON VACATIONS AND LEAVES OF ABSENCE**

### **PURPOSE:**

This policy addresses Accreditation Council for Graduate Medical Education (ACGME) *Institutional Program Requirements IV.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 residents/fellows 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/fellow is required to report; (Core)*

*IV.H.1.b) provide residents/fellows 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 residents/fellows 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 residents/fellows at all times; and, (Core)*

*IV.H.1.g) ensure that each of its ACGME-accredited programs provides its residents/fellows 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/fellow's eligibility to participate in examinations by the relevant certifying board(s). (Core)*

### **DEFINITIONS:**

See the *NSU Graduate Medical Education Glossary of Terms* dated April 1, 2021; the *ACGME Glossary of Terms* dated April 15, 2020; as well as the *Common Acronyms/Abbreviations Used in Graduate Medical Education* last updated April 4, 2019.

**BACKGROUND:**

Trainees are entitled to leave with pay for the purpose of vacation, sick, and continuing medical education leave, during the training period July 1 through June 30, as described in this section.

The maximum time a trainee can be away from a program in any given year is determined by the requirements of the specialty board involved. If specialty board regulations for vacation and sick leave accrual and usage differ from that outlined in this policy, the program director will provide the DIO written notice of the applicable specialty board regulation and seek approval for a modification of this policy.

**POLICY:**

See NSU Human Resources Leave Policies for information on:

- Family and Medical Leave
- Holidays
- Jury Duty
- Military Leave
- Sick Leave
- Medical Leave
- Vacation Leave

**GME-Specific Policies:****A. Time Lost from Residency**

Excessive time away from training may require the trainee to extend their training.

Each Program Director must follow the specifications of the Accreditation Council for Graduate Medical Education and the Residency Review Committee's (RRC) requirements for their Specialty regarding time lost from training.

The KPCOM GMEC will annually approve a Salary and Benefits package for all GME training programs that includes information on allowed vacation and sick time. Program Directors are responsible for annually communicating this information to their trainees, as well as the maximum number of allowed days away from training for their program.

Residents/Fellows are allowed a minimum six weeks of paid time away from training for purposes of parental, caregiver, and medical leave during training, plus one week of paid time off reserved for use outside of the first six weeks without necessarily extending training. NSU requires employees to submit all accrued paid time off (vacation, sick, and CME days) minus 5 days prior to taking the LOA.

If a trainee exceeds the allotted time away from training, the trainee may be required to extend their training to fulfill requirements. The program director and the program clinical competency committee will determine whether a given resident has met training requirements or must extend their period of training because of additional leave time.

Remuneration for time off (beyond the specified paid vacation, sick time, and CME time) is not guaranteed and will be at the discretion of the Program Director.

All requests for additional paid time off or paid training extensions must be approved by the DIO prior to the initiation of the additional time.

**B. Continuing Medical Education Days**

Scholarly activity, presentation at and attendance of scientific meetings are encouraged by the program. Those activities are supplementary to the primary goals and responsibilities of the residents. All scholarly activity must have a NSU faculty senior author, who would review and approve each manuscript prior to submission.

1. Florida Psychiatric Society and American Psychiatric Association
  - FPS has two meetings per year. Residents may attend one of the two meetings per year.
  - Residents will only be permitted to attend the APA conference if they are presenting a poster or podium talk.
2. Documentation of Scholarly Activity
  - Once a poster, abstract, presentation is finalized, a copy must be submitted to the Program Coordinator and uploaded to MedHub prior to the meeting for tracking scholarly activity. This applies to all scholarly activity, even if no time off is required (for weekend conferences, for example).

**C. No Vacation Days**

There are certain days in the academic year during which trainees are not permitted to request time off. This ensures that all trainees are available on site for important program activities that cannot be re-scheduled.

These days have been highlighted on the master schedule and are not included on available vacation days on the master schedule. All trainees should review the following dates. No vacations are allowed during these times.

1. Orientation
2. In-Training Exams
3. Resident Spring Retreat
4. Night Float

**PROCEDURE:**

1. Trainees are required to enter all vacation requests in MedHub no less than 45-days in advance start of the earliest affected rotation.
2. Program Manager will either approve or deny with comments each request.
3. Resident is required to enter approved vacation and sick in SharkTime (UKG Ready app) within 72 hours of approval in MedHub. If this is not done, approved vacation and sick time will be forfeited.
4. The following rules apply for all leave requests:
  - a. Leave may NOT be taken during dates that are blocked on the schedule. See No Vacation Days.
  - b. Any changes to vacations previously scheduled require written approval from the Program Manager. These change requests must be made a minimum of 45-days in advance the

start of the earliest affected rotation. Any time requested outside the minimum 45-day advance will be denied.

- c. Leave will be granted and charged in one day increments for each workday of leave requested and approved.
  - d. Residents are limited to five (5) days off per block due to federal holiday, illness, vacation, or conference leave. A minimum of 75% attendance per block is required to consider the block valid. A block which includes less than  $\frac{3}{4}$  of the expected time commitment, may be considered incomplete and may be required to be repeated prior to graduation.
  - e. Resident is responsible to notify the attending of their planned absence at the beginning of each rotation in writing cc'ing the Program Coordinator.
5. Hospital holidays are counted as part of training. Trainees will receive regular pay (versus holiday pay) for holidays. If a trainee is on call during a holiday, the trainee must complete "on call" duty. Trainees who are not on call or who are not required to be at work may have the day off at the discretion of the Program Director.

A holiday schedule may be enforced by the program and must be adhered to. Every effort will be made to ensure fair and just allocation of days off for holidays over the course of the training period.

For NSU related policy statements below, log in to the NSU employee portal is required:

- NSU Employee Policy Manual – Leave Policies - found at:  
[nova.edu/portal/hr/policies/leave-policies.html](https://nova.edu/portal/hr/policies/leave-policies.html)

*Initial Approval by GMEC on July 7, 2017*

*Second Approval by GMEC on June 26, 2018*

*Reviewed and Approved by GMEC on April 8, 2021*

*Reviewed and Approved by GMEC on May 12, 2022*

*Reviewed and Approved by GMEC on April 13, 2023*

*Reviewed and Approved by GMEC on March 21, 2024*