

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 other leaves of absence, consistent with applicable laws.

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 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).

Additionally:

Residents/fellows are allowed up to an additional six weeks of time away from training for purposes of parental, caregiver, and medical leave once during training without exhausting all other allowed time away from training and without extending training. The program director and the program clinical competency committee will determine whether a given resident has met training requirements or must extend his/her training period because of additional leave time.

DEFINITIONS:

See the *NSU Graduate Medical Education Glossary of Terms* dated April 1, 2021; the *ACGME Glossary of Terms* dated March 10, 2023; 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 and sick 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:

- Bereavement Leave
- Domestic Leave
- Family and Medical Leave
- Holidays and Personal Days
- 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 his/her 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. Residents/Fellows are allowed up to an additional six weeks of time away from training for purposes of parental, caregiver, and medical leave once during training, without exhausting all other allowed time away from training and without necessarily extending 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.

If a trainee exceeds the allotted time away from training, the trainee may be required to extend his/her 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.

Remuneration for extended training 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. No Vacation Days

There are certain days in the academic year during which trainees are not permitted to request vacation time. 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

PROCEDURE:

- A. Trainees are required to notify the Program Coordinator and the Chief Resident in writing of all leave requests to determine eligibility (see Leave Request Form). For programs without a Chief Resident, the Program Coordinator will handle all requests.
- B. The following rules apply for all leave requests:
 1. Leave may NOT be taken during dates that are blocked on the schedule. See No Vacation Days.
 2. Trainees must obtain prior approval in writing from the Chief Resident, which should include all coverage arrangements prior to presenting their vacation request to the Program Coordinator.
 3. Any changes to vacations previously scheduled require approval from the Chief Resident. These change requests must be made a minimum of 6 weeks before the start of the earliest affected rotation.
 4. Leave will be granted and charged in one day increments for each workday of leave requested and approved.
 5. All trainees must submit their vacation requests for the next academic year to the Program Coordinator and Chief Resident by the date set by the program. Failure to submit a request by the deadline will result in vacation being assigned at the discretion of the Chief Resident.
- C. 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 Chief Resident and Program Director 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

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