



Title: ACGME Leave Policy	Page 1 of 2
Policy No: GME004	Effective Date: 2/9/2024

## I. SCOPE

This policy applies to all residents and fellows training at Saint Vincent Hospital.

## II. OBJECTIVE/PURPOSE

Residents/Fellows appointed to a Saint Vincent Hospital-sponsored residency/fellowship program or who are Saint Vincent Hospital-employed are entitled to time off including vacation, personal days, sick, bereavement, military, and Family Medical Leave (FMLA). A personal leave request for medical, parental, or caregiver purposes may be granted at the discretion of the Program Director. A leave of absence may extend the duration of training, as specified by the American Board of Medical Specialties (ABMS), and time must be made up to fulfill the requirements for program completion. The program will be held responsible to provide the resident with accurate information regarding the impact of an extended leave of absence based upon the criteria for satisfactory completion of the program and upon the resident's eligibility to participate in the examination(s) by the relevant certifying board(s).

## III. DEFINITIONS – N/A

## IV. POLICY

The Program Director retains final authority in determining whether individual residents/fellows have met the training criteria for program completion. Residents/Fellows are expected to notify the program if they intend to be absent from a rotation.

### **Procedure**

A written request for any leave, other than unexpected sick leave, must be submitted to the Program Director prior to commencement of leave. Unexcused absences may be subject to loss of pay and disciplinary action.

### **Bereavement Leave**

In the event of death in the immediate family, the resident/fellow may be granted three days of Bereavement Leave to attend the funeral and assist with family matters. For purposes of this policy, immediate family includes spouse, child or stepchild, parent or stepparent, sibling or stepsibling, or legal guardian. The resident/fellow is required to notify and obtain approval for Bereavement Leave from the Program Director. The GMEC will adhere to Saint Vincent Hospital Policy.

### **Personal Leave - Medical/Parental/Caregiver Leave(s)**

Residents/Fellows will be provided 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, one time, during an ACGME-accredited program, starting the day the resident is required to report. During the first approved medical leave of absence, Residents will receive 100 percent regular bi-weekly pay (combination of Short-Term Disability (STD) and/or Workers' Compensation Benefits and salary continuation where applicable) for up to six weeks of an approved leave. During the first parental or caregiver leave of absence, Residents/Fellows may use available Paid Time Off (PTO). If PTO exhausts, the remainder of the first six weeks of the first approved parental or caregiver leave of absence taken will be paid at an equivalent of 100 percent regular bi-weekly pay. A Resident's/Fellows eligibility for pay beyond these six weeks and/or eligibility for additional medical, parent, or caregiver leave(s) will follow applicable Saint Vincent Hospital policies. Residents/fellows who are granted an approved leave of less than six weeks would be eligible for an additional approved leave under institutional policy. Requests for additional leave beyond six weeks should be addressed by institutional policies.

For example, if a resident/fellow takes an approved leave of four weeks, and then takes another approved leave of two weeks, the resident/fellow would need to receive the equivalent of 100 percent of salary during both episodes of leave.

One week (40 hours) of paid time off will be reserved for use outside of the first six weeks of the first approved medical, parental or caregiver leave(s) of absence taken. If the Resident's/Fellows PTO balance is less than one week (40 hours) at the time the Resident/Fellow exhausts six-weeks of leave, or is released to return to work (whichever happens first), the PTO bank will be increased to one week (40 hours). These PTO hours will only be available for use during the appointment year in which the leave is taken and will not carry over into subsequent years. Health and disability insurance benefits will be continued for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence.



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### **Family Medical Leave Act (FMLA)**

In addition to the above, the Graduate Medical Education Committee (GMEC) will adhere to the Saint Vincent Hospital Policy.

### **Jury Duty & Witness Pay**

Residents/Fellows called to jury duty on a day in which you are scheduled to work, will be given leave with pay for the actual time spent on jury service (time required to spend sitting on a jury or physically waiting at the courthouse in anticipation of being called to sit on a jury). The Program Director and/or GME department must be notified as soon as a jury summons is received. Only the court, as outlined in the Jury Summons Notice, can grant deferment or excused absence from jury duty service.

### **Vacation/Personal Days/Sick**

***All residents/fellows will receive up to 20 days/year (includes, vacation, and personal days), or what is allowed for Board eligibility per program specific policy.*** This time cannot be carried over from year to year.

Residents/Fellows should not expect to get (to have) holidays as a day off of work. If the facility/clinic is closed and the program does not reassign the duties, the time is not counted toward annual leave. If the facility/clinic is open during a holiday, residents/fellows will need to request leave to take the holiday off.

### **Unexcused Absence**

If a resident/fellow does not show up for assigned work hours, including night call, without notifying his/her chief resident or Program Director, the absence will be considered unexcused and subject to progressive disciplinary action up to and including dismissal. Unexcused time will be taken as leave from the resident's/fellows leave entitlement. Arrangements for "payback" to the residents/fellows who may be assigned to cover night call or assigned hours, will be made at the discretion of the Program Director.

### **V. REFERENCES – N/A**

### **VI. APPENDIX / ATTACHMENTS – N/A**

### **VII. ADMINISTRATIVE RESPONSIBILITY**

Policies will go to GMEC for approval and the DIO will sign once approved.

### **APPROVAL SIGNATURE**

DocuSigned by:

*Michelle L. Hadley DO FACC*

Michelle L. Hadley, DO  
Designated Institutional Official

2/13/2024 | 10:03 AM CST

Date