

Project Vida Health Center
Community Psychiatry Residency
Graduate Medical Education Policies and Procedures

Vacation, Leave of Absence Policy

APPROVED: 3/1/2022, 7/26/2023

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Purpose: To define the policy for vacation and other leaves of absence, consistent with applicable laws. To ensure that Accreditation Council of Graduate Medical Education (ACGME)-accredited programs provide residents with accurate information regarding the impact of an extended leave of absence upon board eligibility.

Policy:

1. Vacation: Residents/Fellows shall receive 15 days of paid vacation for a PGY 1 & 2 and 20 days for a PGY 3 or greater per contract year. It is to be taken in periods of time mutually agreed upon by the resident, training site, and Program Director. Vacation days are not carryover to next academic year.
2. Sick Leave: Residents will be given 10 calendar days of paid sick leave per contract year for personal and dependent illness. Sick leave may carry over from one academic year to the next. Residents are responsible for notifying their program director of any absence because of illness. Residents shall provide medical verification for absences due to illness when requested. If incapacity results in more than the allotted sick leave time, additional sick time leave may be granted through the Medical, Parental, and Caregiver Leave. Residents who use all allotted sick leave may not meet ACGME or certification board requirements. Refer to Section 7 below.
3. Medical, Parental, and Caregiver Leave: Per ACGME requirements, the residents are entitled to six (6) weeks of paid medical, parental, and caregiver leave. This leave can be taken for qualifying reasons consistent with applicable laws, and it starts from the day the resident is required to report to their program. The leave can be taken at any time during the resident's program and can be used as a continuous leave or divided into shorter periods, as long as the total does not exceed six weeks. This leave is only available once during the entirety of the resident's academic training.
4. During this leave, residents will receive 100% of their salary. However, the resident must first use any available vacation and sick leave for the applicable academic year in excess of one week to fund the leave. One week of resident's vacation leave must be reserved for use outside of the six weeks of paid leave. This means that if a resident has more than one week of vacation leave, they can use that to extend the paid leave period (after the initial 6 weeks).
 - a. Health and disability insurance benefits for residents and their eligible dependents will continue on the same terms and conditions during the approved, medical, parental, or caregiver leave. This means that the insurance coverage will not be affected, and it will be provided as if the resident were not on leave.
 - b. After the initial six weeks of paid leave have been exhausted, any subsequent periods of medical, parental, or caregiver leave will be unpaid unless the resident has unused sick or vacation time available to apply to the leave. It's important to note that unused vacation

leave does carry over to the next academic year and is forfeited at the end of the academic training.

5. Leave of Absence: Unpaid leave of absence may be granted for individual residents under Family medical Leave (FMLA). Any leave of absence or unpaid leave shall not be credited as training time and will result in makeup requirements as described in Section 7 below.
6. Extended Leave without Makeup: The following only applies to training programs of two years or more in duration. Refer to the residency program's leave policy, which contains the specified requirements for each respective program. In accordance with their specialty board requirements, the residency shall: 1) determine for how long an extended time away from training is allowable without extending training, and 2) establish the number of sick and vacation leave days that a resident may preserve while the remainder of paid sick and vacation leave days run concurrent with time away from training. Allowable time away is for the birth and care of a newborn, adopted, or foster child; care of an immediate family member (child, spouse or parent) with a serious health condition; or the resident's own serious health condition.
7. Makeup Leave: The minimum amount of training time during the contract year is defined for some residencies by the Accreditation Council on Graduate Medical Education (ACGME) Program Requirements or by the requirements of relevant certification boards as 48 weeks or 11 months. The allowable combined total of Vacation Leave, Sick Leave, and any additional leave taken during the contract year shall be no more than 1 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. 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.
8. Meetings: Residents/Fellows may receive up to 5 calendar days (5 weekday + 2 weekend days) of paid leave for professional meetings per contract year and non-cumulatively. Leave taken under this section does not count towards the thirty (30) days of allowable leave in Section 7.
9. Funeral Leave: An approved absence from work, with pay, of up to three days, may be provided to a resident/fellow to attend or make arrangements for a funeral, as a result of a death in the resident's/fellow's family, or in the family of a resident's/family spouse. Family means husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, daughter-in-law, and son-in-law. Funeral leave for residents/fellows working less than 40 hours per week will be prorated. Funeral leave in this section counts towards the thirty (30) days of allowable leave in Section 6.
10. Unexcused Absence: Refer to the residency program's leave policy, which contains the specified requirements for each respective program.
11. Holidays: Refer to the residency program's leave policy, which contains the specified requirements for each respective program.

Leave (vacation, sick, meetings) shall not be subject to an accumulated "pay out" upon the completion of the program, transfer from the program, or upon the residents involuntary or voluntary termination from the program.