

Office of Graduate Medical Education
Leaves & Time Off FAQ

ACGME Policy: Programs must provide a minimum of 6 weeks of approved paid Medical, Parental, or Caregiver leave(s) of absence, at least once, at any time during training, without extending training

- 1 week must be reserved for use outside of the first 6 weeks of the First leave taken

ABMS Policy: Member Boards must allow a minimum of 6 weeks of Parental, Caregiver, or Medical Leave at least once during training, without exhausting all other allowed time away from training and without extending training.

- Under both ACGME and ABMS policies, training is still expected to be extended when the Clinical Competency Committee has determined that competency has not been achieved.

* **1 Year Fellowships** are exempt from the above-mentioned policies. Institutional policies do apply. Please check with the GME Office with questions.

Leave Type	Benefit	Salary Source	Notes/Rules
Parental Leave	8 weeks paid leave per each new child event	Parental Leave Funding	• May be intermittent or continuous • Unused time expires 1 year from the new child event • Time can cross academic years (but does not restart in a new academic year) • Includes parental leave for birth, foster, adoption • 8 weeks of paid parental leave does not include vacation/sick time • A training extension may be required for any parental/medical/caregiver leave longer than 6 weeks once during training (ABMS specialty dependent)
Family, Medical & Caregiver Leave	6 weeks, one-time paid leave during training (Not additive to parental leave)	Vacation / Sick Hours Regular Salary	• 3 weeks of Vacation / all available Sick Hours <u>must</u> be used prior to being paid by salary • 1 Week of vacation <u>must</u> be reserved for true vacation (taken before or after the leave, within the appointment year) • Parental leave counts toward time taken for family/medical/caregiver leave (This leave is not additive to parental leave.) • A training extension may be required for any parental/medical/caregiver leave longer than 6 weeks once during training (ABMS specialty dependent)

Vacation	4 weeks per academic year	Vacation Hours	- Hours reset with the start of each training year - Off Cycle Trainees have hours pro-rated for partial years - Programs are expected to ensure all 28 days are scheduled each academic year (see below for exception) - Unused vacation time is paid out June 30
Sick	12 days per academic year	Sick Hours	- Hours reset with the start of each training year - Off-Cycle Trainees have hours pro-rated for partial years - Unused sick hours expire each year

Additional Notes:

- Programs should ensure that every resident and fellow is scheduled for their full 28 days of vacation
 - The only exception permitted is by request of a resident/fellow who has taken parental, medical, or caregiver leave (or other approved leave), the duration of which would require extension of training if all remaining vacation time was taken; In such a case, all vacation days that would not lead to an extension of training must be taken and unused vacation days will be paid out.
- Full Days taken off for medical appointments and/or illness will be counted as Sick Time, unless that time has already been exhausted; in such a case, additional days will be taken as Vacation until those remaining are exhausted (one week per year must be reserved for “true” vacation time).
- American Board of Medical Specialties requirements define the point at which a training extension will be required, independent of whether leave taken was paid or unpaid. The duration of leave requiring extension of training varies with each specialty board.
- The determination of a resident’s/fellows’ competency by the program’s Clinical Competency Committee and Program Director. The Program Director and Clinical Competency Committee shall determine when a training extension is required for a resident/fellow who has taken a leave of absence (paid or unpaid).
- Leave benefits accrue during a training extension but they are not required to be used, as it would only lengthen the extension; Vacation accrued during a training extension is not paid out.
- As exempt employees, Sick and Vacation time are used in full day increments, not partial days/hours.
- All available leave accruals must be exhausted before a resident/fellow may take unpaid leave.

- Individual situations will be reviewed with program leadership and Human Resources to ensure compliance with training requirements and institutional policy.
- Residents/fellows may attend medical, mental health, and dental appointments during work hours. For non-urgent appointments, schedule arrangements must be discussed / planned in advance with the Program Director or their delegate.

Commonly Asked Question / Answer:

Q: A Resident doesn't want to take all of their vacation this AY, can they work instead and just cash out?

- A. Vacation is important for our learners' well-being. Every program must ensure that each resident/fellow is scheduled for 4 weeks of vacation/academic year. The only exception permitted is by request of a resident/fellow who has taken parental, medical, or caregiver leave (or other approved leave), the duration of which would require extension of training if all remaining vacation time was taken; In such a case, all vacation days that would not lead to an extension of training must be taken and unused vacation days will be paid out.