

POLICY #:		EFFECTIVE DATE:	10.22.15
SUBJECT:	<i>Vacation and Leave Policy</i>	REVISED:	
SPONSOR:	<i>John E Delzell Jr MD MSPH Vice President and DIO</i>	APPROVED FOR USE:	10.22.15

<p>PURPOSE:</p> <p>Broward Health has adopted the following policy to address resident vacation and leaves.</p> <p>This policy addresses ACGME Common Program Requirements: IV.A.3. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. IV.A.3.a) Information that is provided must include: financial support; vacations; parental, sick, and other leaves of absence; and professional liability, hospitalization, health, disability and other insurance accessible to residents/fellows and their eligible dependents.</p> <p>IV.G. Vacation and Leaves of Absence</p> <p>IV.G.1. The Sponsoring Institution must have a policy for vacation and other leaves of absence, consistent with applicable laws. IV.G.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).</p>
--

<p>DEFINITIONS</p> <p>Personal leave: leave that is used by the resident for vacation, continuing medical education, bereavement, or FMLA</p> <p>Sick leave: leave that is used by the resident for serious illness</p> <p>FMLA: Family and Medical Leave Act. A federal law that allows employees to take unpaid leave for any of the following reasons: pregnancy or birth of a child, adoption of a child, care of a spouse, child or parent with a “serious health condition”, or care of their own serious health condition.</p> <p>Bereavement leave: leave granted in the event of the death of a member of the immediate family.</p>

POLICY #	SUBJECT	CHAPTER/ MANUAL
----------	---------	--------------------

Immediate family: current spouse, domestic partner, parents, sister, brother, children, grandparents, grandchildren, current mother-in-law, current father-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

Military leave: leave that is authorized under the Uniformed Services Employment & Reemployment Act of 1994 (USERRA) and Florida state law.

Jury Duty: leave that is granted to serve as a member of a jury or to serve as a subpoenaed witness.

BACKGROUND

Residents/fellows 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 resident or fellow 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

1. Personal Leave

Interns are permitted fifteen (16) paid business days per year to be used as vacation/CME/sick days/board days/bereavement/FMLA or other personal leave. All resident physicians are permitted twenty (20) paid business days per year to be used as vacation/CME/sick days/board days/bereavement/FMLA or other personal leave. Any absence in excess of 20 days will increase length of training. Unexcused or excessive sick time beyond the four week (20 day) period must be made up at the end of the residency training period without additional pay. Broward Health supports positive health behaviors in its trainees. Residents are expected to obtain a primary care provider and follow a lifestyle that promotes healthy behavior.

2. Time Lost From Residency

Time lost from residency training must be made up according to the specifications of the Accreditation Council for Graduate Medical Education, Residency Review Committee for the Specialty, and at the discretion of the Program Director.

Most RRCs do not require reporting for any time less than 30 days, but any time beyond 30 days requires prior approval of the RRC and mandatory reporting since it affects the allowed number of residents in the program (program cap).

Remuneration for time off (beyond the specified paid vacation and health coverage) is not guaranteed and will be at the discretion of the Program Director. Requests for additional paid time off must be approved by the Office of Graduate Medical Education and the DIO.

If the leave taken exceeds that which is allowed by a program, the resident may be required to extend his/her training to fulfill Board requirements.

3. No Vacation Days

There are certain days in the academic year during which residents are not permitted to request vacation time. This ensures that all residents 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 residents should review the following dates. No vacations are allowed during these times.

- a. In-Training Exams
- b. OSCE's
- c. Orientation
- d. Resident Research Poster Competition

4. Bereavement leave

In the event of death of a member of your immediate family, you may be granted a Bereavement Leave of absence of up to three (3) normally scheduled consecutive days (maximum 24 hours) off with pay immediately following the death to arrange for and/or attend the funeral.

Please see HRAM policy 6.40-Bereavement

5. Family and Medical Leave Act

Broward Health residents who have been employed for at least twelve (12) months and have worked a minimum of 1250 hours during the previous twelve (12) months of employment are eligible to request Family and Medical Leave.

Residents may take Family and Medical Leave for:

- a. The birth of a child and in order to bond with or care for that child;
- b. The placement of a child with the employee for adoption or foster care;
- c. Care of a spouse, child or parent who has a "serious health condition";
- d. The employee's own "serious health condition" which make him/her unable to perform the functions of the job;
- e. Qualified exigencies that are the result of a covered service member being called to duty in the Armed Forces; or to care for a covered service member who is injured or becomes ill while on covered active duty

Please see HRAM Policy 6.70- Family and Medical Leave Compliance

6. Military leave

Military Leave falls under the Uniformed Services Employment & Reemployment Act of 1994 (USERRA) and Florida state law. Broward Health complies with all military leave and Uniformed Services Employment and Reemployment Rights Act (USERRA) provisions as required by law.

Please see HRAM Policy 6.50 – Military Leave and HRAM Policy 6.70 – Family and Medical Leave Compliance

7. Jury Duty

Residents will be granted a paid Leave of Absence to serve on Jury Duty or to serve as a witness (if subpoenaed) for Broward Health, provided that they give the Program reasonable advance notice of their obligation to serve. Residents called to Jury Duty or as a witness for Broward Health may be eligible to receive their current rate of pay while on jury duty.

Please see HRAM Policy 6.30 – Jury/Witness Duty

PROCEDURE

1. Personal Leave (vacation)

1.1 Residents are required to notify the Program Coordinator and the Chief Resident in writing of all leave requests to determine eligibility. (see Leave Request Form).

1.2 The following rules should apply for all leave requests:

- a. Leave may NOT be taken during dates that are blocked on the schedule. See No Vacation Days.
- b. Residents 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.
- c. 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.
- d. Leave will be granted and charged in one day increments for each workday of leave requested and approved.
- e. All residents 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.

1.3 Hospital holidays are counted as part of the eleven months training of the residents. Residents will receive regular pay (versus holiday pay) for holidays. If you are on call during a holiday, you must complete your duty. Residents 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.

Refer to Program Specific Manuals for additional information on leave requests.

2. Bereavement leave

See HRAM policy 6.40-Bereavement

3. Family and Medical Leave Act

See HRAM Policy 6.70- Family and Medical Leave Compliance

3.1 Broward Health employees who have been employed for at least twelve (12) months and have worked a minimum of 1250 hours during the previous twelve (12) months of employment are eligible to request Family and Medical Leave. Residents with less than one year of service may request a leave of absence, however, the maximum amount of leave will not exceed six (6) weeks.

3.2 It is the employee's responsibility to timely notify their Regional HR Department and supervisor of their request for Family and Medical Leave and to complete the required paperwork. Requests for Family and Medical Leave should be made at least thirty (30) days in advance for foreseeable events, or as soon as possible for unforeseeable events.

4. Military Leave

4.1 See HRAM Policy 6.50 – Military Leave and HRAM Policy 6.70 – Family and Medical Leave Compliance

4.2 Employees should consult with Human Resource Representative regarding the requirements and availability of military leave.

5. Sick Leave

Broward Health supports positive health behaviors in its trainees. Residents are expected to obtain a primary care provider and follow a lifestyle that promotes healthy behavior.

5.1 Unexpected sick leave

Each Program has its own process for notification of the Program Director, Program Coordinator, and Chief Residents for any unexpected sick days. This process should be followed

POLICY #	SUBJECT	CHAPTER/ MANUAL
----------	---------	--------------------

for all unexpected or unplanned absences.

A leave form should be submitted as soon as possible following an unplanned absence from work. In the event that the illness precludes work for two or more consecutive days, a physician's note may be requested by the Program Coordinator. The Office of Graduate Medical Education has the right to require a doctor's note for all illnesses.

If the absence is greater than 72 hours or requires hospitalization, the resident will have to be cleared by Employee Health prior to returning to work.

Failure to notify the office of GME or supervising physician will result in disciplinary action by Program Director.

5.2 Planned sick leave

In the event that a resident has a planned sick leave (hospitalization, surgery, medical treatment, pregnancy), the resident should submit a leave form as soon as possible.

If the leave taken exceeds that which is allowed by a program, the resident may be required to extend his/her training to fulfill Board requirements. Time lost from residency training must be made up according to the specifications of the Accreditation Council for Graduate Medical Education, Residency Review Committee for the Specialty, and at the discretion of the Program Director.

Related Policies:	HRAM Leave policies (Section 6) HRAM Clearance for Duty / Return to Work policy (Section 7.1)		
Authors:	<i>John E Delzell Jr MD MSPH</i>		
Reviewed by:	<i>Krystal Rajkumar</i>	Date:	
GMEC Approval	<i>Reviewed and approved</i>		<i>10.22.15</i>

Attachment A

LEAVE REQUEST FORM

Graduate Medical Education

Request for Time Off
Paid/Unpaid

Residents wishing to take day(s) off from a rotation, (weekends included, if applicable) must complete this form and request the written approval of the Rotation Preceptor and the Director of Medical Education or the Program Director, forty-five (45) days in advance of the requested day(s) off.

I, _____, PGY ____/MS ____, request leave from my
_____ rotation.

Please fill in the number of days for each type of leave requested and dates of use:

	<u># days requested</u>	<u>dates of use</u>
Personal Leave/Educational Conference	_____	_____
PGY 1 15 days		
PGY 2 & up 20 days		
Weekend days included for reference only	_____	_____
will not lose PL/CME days		
Board Examination 1 day max	_____	_____
Unpaid Leave	_____	_____

During the days off I can be reached at the following address and/or telephone number:

Address (area code) number

APPROVALS

Rotation Preceptor: This request is ____ approved, ____ denied.
Reason : _____

Rotation Preceptor Signature Date

Program Director/
Director Medical Education: This request is ____ approved, ____ denied.
Reason : _____

DME or Residency Director Signature Date

Distribution: Academic Affairs (white copy); Scheduler (pink copy)