



Policies and Procedures

Policy MFMR13	Vacation and Leave of Absence
Effective Date:	10/26/2022
Reviewed/Revised Date:	
PEC Approval Date:	10/26/2022
References:	Institutional Policy/Covenant Health Leave Policy #HR.CB.131

Purpose

Sponsoring institutions must have written policies regarding vacation and other leaves of absence that is provided to all resident residents. The GMEC exercises oversight over provision of leave, including approved medical, caregiver and parental leave.

Scope

These procedures apply to all MMC physicians who are teachers/supervisors or learners in a clinical environment and have responsibility for patient care in that environment.

Policy

General Information

1. This leave policy complies with ACGME institutional policies, Methodist Medical Center (MMC) policies and all applicable laws. Each program will provide a specific policy related to leave for the specialty.
2. Vacation and leave follow the academic year which is July 1 to June 30.
3. Request for leave. All leave must be approved by the Program Director and DIO, or designee(s), in advance, except for emergencies or sudden illness. Leave requests must follow the resident's program leave policy.
4. Vacation scheduling is based on the resident rotation, call schedule and availability of time away from the program.
5. Resident physicians are provided 20 working days of vacation leave per academic year. Vacation cannot be carried forward to the next academic year. Unused vacation will be forfeited at the termination of the training program and is not paid out. Vacation must not be forfeited to complete the training program early.
6. Holidays. Residents will be required to work on holidays if the rotation site is open for business.

7. Religious Observations: The GME programs conform to the operating schedules of the participating hospitals, clinics, and other teaching sites, and many of these operate 24 hours every day of the year. Residents involved with GME programs may be scheduled to work during any time the clinical teaching sites are open. The residency programs will make attempts to accommodate religious observations for scheduling rotations and work assignments but can make no guarantees that such request will be granted. Requests will be evaluated on the following factors: The request must represent a sincere religious observance of a definite time duration; Leave requests must follow requirements set forth by the resident's program policies.

Types of Leave

1. Educational leave: Residents may receive educational leave based on their programs educational requirements and leave policy. This leave is an additional benefit allotted to the resident by the program and does not count towards their vacation or sick leave. Residents will receive 3 CME days in PGY2 & PGY3.
2. Bereavement leave: Residents are extended the benefit of up to three (3) paid administrative bereavement leave days off in the case of the death of immediate family members. Immediate family is defined as spouse, child/stepchild, parent (including step, in-law or legal guardian), sibling (including step and in-law), grandparent (including step and in-law), grandchild (including step). The program may request verification details as part of the leave request. Any paid leave extended beyond the three (3) paid bereavement days, will require the use of the residents' vacation leave.
3. Parental Leave: Maternity/Paternity Leave is provided to eligible employees in accordance with the Family Medical Leave Act and the Tennessee Maternity Leave Act. See the Maternity Leave (Covenant Health Policy) and Family and Medical Leave Act (FMLA) (Covenant Health Policy) policies for full details
4. Medical Leave: Medical leave is provided for eligible employees in accordance with the Family Medical Leave Act (Covenant Health Policy).
5. ACGME medical, parental, and caregiver leave provisions: The resident will work with MMC, the DIO and the program to ensure that one-time use of approved six-week paid medical, parental, and caregiver leave and additional one-week minimum paid leave (ACGME Institutional Requirements IV.H.1) are fulfilled. This includes continuation of health and disability insurance benefits during approved leave and both continuous and intermittent leave.
6. Military Leave: Military leave is provided to accommodate employees that enlist for active military service or who must fulfill reserve status obligations. Said leave is provided in accordance with the Uniformed Services Employment and Reemployment Rights Act.
7. Jury Duty: The resident should notify their program director on the first scheduled working day after they receive a jury summons. The program and GME office will work with the resident in participating with the summons or requesting a deferral. The resident may receive additional instructions from the court stating they are either relieved of duty or they must show up for jury duty. They should then notify the program coordinator and

follow the instructions received from the court. If jury duty cannot be deferred, the resident should be aware that their overall training period may have to be extended.

Impact of leave on promotion and completion of training

Most American Board of Medical Specialties (ABMS) boards limit the amount of leave that may be taken in a given academic year. In addition, each program provides information on the amount of leave that may be taken. If the amount of leave taken by the resident exceeds these limits, the resident will be required to complete additional training time in excess of that limit to satisfy both the training requirements of the program and the corresponding specialty board. The amount of leave taken may also affect the timing of when the resident is promoted to the next level of training (PGY and contract dates often need adjustment). Each sponsored program will adopt written policies governing resident vacation and leave which are consistent with the institution's policies and applicable federal and state laws. The effect of leaves on resident graduation and board eligibility must be specified and in accordance with the program's ACGME Specialty Review Committee and Specialty Board requirements