

UPMC Medical Education
Policies and Procedures

Approved by:

GME Committee: 01/14/2026

Department: Graduate Medical Education

Title: **Paid Time Off (PTO) and Trainee Leave of Absence (TLOA)**

Purpose: UPMC Medical Education (UPMC ME) establishes this policy to provide guidance to training programs for the purposes of vacation, illness, interviews, conference attendance, and other leave.

Scope: All UPMC ME Sponsored Training Programs

Responsible Parties: Designated Institutional Official; Vice-President, Graduate Medical Education

Policy:

Consistent with ACGME institutional and common program requirements, as well as other accrediting bodies, UPMC ME recognizes the need for trainees in training programs of all levels and specialties to receive time off. To meet these objectives, UPMC ME provides trainees with Paid Time Off (PTO) for vacation, sickness, and personal time as well as to attend conferences or interviews for career progression whenever possible. UPMC ME PTO does not include bereavement time, jury duty, or military leave.

UPMC ME also recognizes that trainees may experience the need for extended time away from clinical and educational responsibilities. Trainee Leave of Absence (TLOA) provides pay protection for leaves associated with time away for personal, medical, parental and caregiver leaves of absence.

Successful completion of a UPMC ME training program is dependent on performance and meeting the requirements of the accrediting organization and specialty board(s). A trainee may utilize approved leaves at any point during the UPMC ME program, but extension of the training program may be required for necessary observation and successful program completion.

Workpartners is responsible for all approvals associated with medical and personal leaves of absence (e.g., Family Medical Leave of Absence (FMLA), Personal Leave of Absence (PLOA), etc.), payroll protection (e.g., Paid Parental Leave (PPL), Short Term Disability (STD), Long Term Disability (LTD), etc.), and disability accommodations. All requests must be initiated through Workpartners for review prior to utilizing the benefits associated with TLOA/FMLA/PLOA/etc. An application with Workpartners can be initiated by calling 1-844-833-0526.

Procedure:

1. At the outset of each year's training contract, all trainees are provided a minimum of 4 weeks paid time off per contracted year. UPMC ME provides trainees with PTO for vacation, sickness, and personal time as well as to attend conferences or interviews for career progression whenever possible. Each trainee must utilize a minimum of two weeks paid time off per year with the definition of week being outlined within the program specific PTO policy. In consultation with the program specific specialty boards and at the discretion of the program director, up to two weeks may be reserved for utilization in future training years or forfeited to offset extra time needed in a previous training year. Any ability to adjust the PTO must be outlined in the program specific PTO policy.
2. To ensure the delivery of quality patient care, UPMC ME requires advance scheduling of PTO whenever possible. UPMC ME will encourage programs to accommodate trainees' requests for PTO, but such requests cannot be guaranteed.
3. PTO shall be available uniformly across all trainees in the program.
4. Unused PTO days will not be paid at the end of any academic year or at completion of training.
5. PTO may be used for unscheduled time off for personal emergencies that are not pre-scheduled. Unscheduled PTO is to be reported by the trainee according to established program procedures and standards. Individual program standards may vary. Any unauthorized absence may result in an unpaid absence and/or result in corrective action. In those instances where additional absences would result in a critical staffing shortage, unscheduled PTO may be denied. Proof of emergency situation may be required.
6. Trainees may apply for TLOA pay protection to utilize up to a total of six (6) weeks during one or more approved medical, parental or caregiver leave(s) of absence for qualifying reasons that are consistent with applicable law, starting the first day of employment.
 - a. A trainee must file all necessary paperwork associated with employment protection through FMLA/PLOA and payroll protection through STD/PPL with Workpartners to be qualified for TLOA pay protection.
 - b. TLOA pay protection may not be utilized outside of the approved dates of FMLA/PLOA by Workpartners. If FMLA/PLOA is due to the birth/adoption of a child, TLOA must be utilized within twelve (12) weeks of the qualifying event.
 - c. UPMC ME may make an exception based on individual review for TLOA pay protection associated with an administrative leave of absence occurring during an active UPMC ME employment agreement.

- d. Trainees will be provided the equivalent of 100 percent of their salary and benefits for up to a total of six (6) weeks with an approved medical, parental or caregiver leave(s) of absence during each UPMC ME training program without the utilization of PTO.
7. Each program will maintain a written policy posted within MedHub addressing:
- a. Outline of PTO available to each trainee including
 - i. Days of PTO automatically scheduled by the program (e.g., holiday schedule).
 - ii. Definition of week (five vs. seven days).
 - iii. Number of days allowed for items including but not limited to interviews, conferences, and examinations.
 - iv. Limitations on the time(s) of year and/or specific rotations when PTO cannot be taken.
 - b. Approval process for planned PTO requests (including but not limited to medical conference, interviews, medical, mental health and dental care appointments).
 - c. References to specialty board certification requirements (e.g., link to the specialty specific leave policy).
 - d. Reference how to request a UPMC ME consultation via the [UPMC Trainee Resources Teams Page](#) Family Planning section or most efficiently by clicking this [Bookings link](#) to review a planned leave.
8. All time away from the training program must be recorded in the individual trainee's schedule and/or training history within MedHub.
- a. At the end of each TLOA/FMLA/PLOA leave period, the program must submit a Leave of Absence Attestation to UPMC ME.
9. Each ACGME, ASHP, CODA, OR CPME-accredited program must provide its trainees with accurate information regarding the impact of an extended leave of absence on the criteria for satisfactory completion of the program and upon a trainee's eligibility to participate in examinations by the relevant certifying board.
- a. For a one-year (12 month) training program, if a trainee utilizes the six (6) weeks of TLOA/FMLA/PLOA in addition to the full allotted PTO, additional time is anticipated to meet program requirements.
 - b. For a training program consisting of 2 or more years, additional time/assessment may be needed to meet training program requirements if a trainee utilizes the six (6) weeks of TLOA/FMLA/PLOA in addition to the full allotted PTO in an individual training year. Additional review is needed by the Program Director or designee of the individual trainee's performance and completion of clinical/educational requirements.
 - i. The criteria for program completion are left to the discretion of the individual Program Director. If more than four weeks of leave time are utilized in any individual training year, the Program Director, in consultation with the Clinical Competency Committee (CCC), may extend that current training year for additional time for clinical assessment.

- ii. A final decision regarding the need for extending a training program, in consultation with the Clinical Competency Committee (CCC), should be made six (6) months prior to the end of the training program.
- iii. The program may waive additional training time during the final year of training (if acceptable by specialty board requirements).

Policies Referenced/Related Within This Policy

HS- HR0730 Workers' Compensation

HS-HR0729 Funeral Leave

HS-HR0718 Family Medical Leave of Absence (FMLA)

HS-HR0719 Personal Leave of Absence (PLOA)

HS-HR0722 DISABILITY Income Protection (Short Term-STD, Long Term-LTD, and Salary Continuation)

HS-HR0750 Disability Accommodations

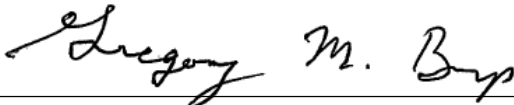
HS-HR0756 Parental Leave of Absence (PALOA)

HS-HR0757 Paid Parental Leave of Absence (PPLOA)

HS-HR0712 Military Leave of Absence

HS-HR0737 Jury Duty Pay

Date: 1/08/2025



Gregory M. Bump, MD
Designated Institutional Official
UPMC Medical Education

Date: 1/14/2026



Samantha Cascone MPA
Vice President
UPMC Medical Education

Date: 1/14/2026

Appendix A:

Respective specialty boards and other governing agencies may have specific limitations regarding time away from clinical responsibilities and candidacy for board eligibility. UPMC ME strongly encourages all trainees to review leave policies from the individual licensing and certifying bodies. If you should have specific questions and would like to schedule a consultation with a member of UPMC ME, please email gme_admin@upmc.edu.

Potential Combinations of Leave of Absence

Personal/Medical Leave - Extended Care of Self:

- A trainee must submit the necessary documentation for approval by WorkPartners for PLOA/FMLA for leave of clinical/educational responsibilities
- With approval of PLOA/FMLA, a trainee can receive six (6) weeks of paid leave via TLOA at 100% of salary support.
- Additional time may be supported through a combination of STD (as approved by WorkPartners) and PTO utilization.

Maternity Leave - Childbearing Parent:

- A trainee must submit the necessary documentation for approval by WorkPartners for PLOA/FMLA for leave of clinical/educational responsibilities.
- STD at 100% of salary support will be identified based on type of delivery
 - o Vaginal delivery will receive six (6) weeks of STD
 - o C-Section will receive eight (8) weeks of STD
- An additional two (2) weeks of paid time can be applied via Paid Parental Leave to be utilized within twelve (12) weeks of the date of birth.
- Any additional leave will be accounted for through PTO for paid leave or unpaid time.

Maternity/Paternity Leave - Non-Childbearing Parent/Adoptive Parent:

- A trainee must submit the necessary documentation for approval by WorkPartners for PLOA/FMLA for leave of clinical/educational responsibilities
- With approval of PLOA/FMLA, a trainee can receive two (2) weeks of Paid Parental Leave (PPL) and four (4) weeks of paid leave via TLOA at 100% salary support to be used within twelve (12) weeks of the date of the qualifying event
- Additional approved leave time may be supported through a combination of PTO and unpaid time

Caregiver Leave – Care of a Child/Dependent or Parent:

- A trainee must submit the necessary documentation for approval by WorkPartners for PLOA/FMLA for leave of clinical/educational responsibilities
- With approval of PLOA/FMLA, a trainee can receive six (6) weeks of paid leave via TLOA at 100% salary support.
- Additional approved leave time may be supported through a combination of PTO and unpaid time.