

DIGNITY HEALTH EAST VALLEY
GRADUATE MEDICAL EDUCATION OFFICE

GRADUATE MEDICAL EDUCATION MANUAL

Title: Vacation and Leaves of Absence	
Policy #: IV.H.	
Date(s) Reviewed and/or Revised: 2/19/20, 6/14/22, 12/13/22	Date Approved by GMEC: 6/14/22, 1/10/23

I. Purpose

In compliance with the ACGME institutional and common program requirements, it is the goal of Dignity Health East Valley to outline the types of leave available to the residents and fellows of Dignity Health East Valley. The graduate medical education leave policy was developed to serve the best interests of the individual resident, the resident's colleagues, and the mission of the training programs.

II. Scope

This policy applies to all Dignity Health East Valley residents and fellows and their respective programs.

III. Policy

Types of leave are outlined below and in accordance with Dignity Health East Valley policy.

Residents shall be entitled to twenty-three (23) days personal time off (PTO) per academic year based on a seven-day workweek. This personal time off may be used for vacation or sick leave. Paid time off for residents and fellows will be encouraged for the purpose of increasing the personal well-being of the house staff member. Programs may reserve the right to decide on the times of the year when paid time off can be taken. Paid time off for personal days, interview days, meeting times, or holidays will be at the discretion of the program director and may be affected by the assigned rotation and subspecialty board certification requirements. Time off and holiday assignments may be affected by agreements with rotation hosts (department or hospital systems) for off-service, off-site, or away rotations. In the case of a stated hospital or regional emergency, urgent professional responsibilities may cancel previously arranged paid time off.

It is recognized that rotations do not follow a 40-hour work week. It is also recognized that certain blocks of time make up for extended hours, or are irregular, based on the learning experience schedule. The amount of time that will be charged for leave will be equivalent to the amount of residency credit given for that time taken and does not relate to total hours worked. It

is not an allowable practice to charge more leave if a week is an 80-hour week or charge less leave if a block of time does not add up to 40 hours due to shift work.

A. Payment of Hours Balance

Paid time off shall neither accrue beyond the term of each contract year, nor be paid upon termination of the House Staff Agreement.

B. American Board of Medical Specialties

In order to meet the educational requirements for each resident, it is necessary to consult the boards of each specialty to determine the maximum leave allowed for a resident to remain board eligible. Some boards clearly state the maximum time allowed for leaves, some have no specific policy, and others defer to the program director. Therefore, each board must be consulted in order to determine if makeup time is required. Each program should provide a supplemental policy clarifying their individual specialty Board requirements.

C. Makeup Time

For a leave of absence that extends beyond the maximum allowed by the specialty board, the department has the responsibility to see that the best interest of the educational program and the interest of the resident are served. In order to assure the highest-quality education, the department may decide that making up absent time would not be satisfactory. The DIO should be consulted to resolve these situations. However, potential problems involving makeup time do not grant the program director the authority to deny military, election/jury duty, or FMLA leave to someone lawfully entitled to it.

Any makeup time that is required will be scheduled with an effort to best accommodate the needs of the resident, but makeup time cannot be guaranteed. When makeup time is scheduled, the resident ordinarily will be required to make up the absent time at the end of the academic year in which the absence occurred. This makeup time will necessarily delay the beginning of each of the resident's subsequent academic years by an amount equal to the makeup time. In effect, the resident's senior year will extend beyond June 30 by an amount equal to the makeup time. Any required makeup time will be paid, and all fringe benefits will be provided. It should be noted that recurring duties such as number of call days should not be accrued for a resident on extended leave (more than two consecutive weeks of leave; the resident should not have to pay back those types of duties when they return).

D. Family and Medical Leave

Family and Medical Leave is governed by Dignity Health East Valley policy. Please see human resources for more information.

E. Funeral Leave

Funeral Leave is governed by Dignity Health East Valley policy. Please see human resources for more information.

F. Election Duty/Jury Duty

Absences required for election duty or jury duty are governed by Dignity Health East Valley policy. Please see human resources for more information.

G. Leave of Absence

Unpaid leaves are not allowed. Under extraordinary circumstances, exceptions may be granted solely at the discretion of the DIO.

H. Military Leave

Military leave is governed by Dignity Health East Valley policy and subject to USERRA, a federal law protecting the rights of employees with military duty. Please see human resources for more information. Please refer to your program director for program-specific ACGME requirements for leave and eligibility for board testing.

I. Holiday Leave

Please refer to the House Staff Agreement Contract.

J. Vacation Leave

Please refer to the House Staff Agreement Contract and to your program director for program-specific ACGME requirements for leave and eligibility for board testing.

K. Educational Leave

Please refer to the House Staff Agreement Contract.

L. Parental Leave

Please refer to the House Staff Agreement Contract and to your program director for program-specific ACGME requirements for leave and eligibility for board testing.

M. Appeal Process

If there is a discrepancy between the house staff and the program regarding the amount of days for board eligibility, a decision will be made at the discretion of DIO.

N. Interview Days

Interview leave will be provided to the house staff over the residency and/or fellowship training period. The resident must submit a leave request form and obtain approval from the program director prior to taking time off for interviews. The program reserves the right to request confirmatory information regarding the interview time used. Interview leave may not be used as an extension to vacation, educational, and/or any other type of leave. Interview leave will not be paid out at the end of the training period. Interview leave may not be taken when on rotation outside of Dignity Health East Valley.

O. Leave Benefit

In the event a Resident may need a leave of absence for reasons such as parental, caregiver, and medical leave the organization will act in accordance with AC-GME and legal requirements. Residents will continue to receive 100% of their regular base pay during a leave of absence approved for a qualifying reason(s) consistent with applicable law and for a period not to exceed six (6) weeks. PTO/vacation or EIB/Sick hours will be used first in accordance with local policies and in accordance with any applicable law, however a minimum of one (1) week of PTO/vacation shall be reserved for use outside the leave. If the approved leave extends beyond six (6) weeks the leave shall be unpaid unless the Resident is otherwise eligible for wage replacement benefits under an applicable short-term disability (STD) policy or plan. All eligibility requirements for any applicable STD policy/plan must be met independently as STD benefits are not guaranteed. Health and welfare and disability insurance benefits will be continued during the paid leave; plan terms and conditions apply.

Any additional leave sought by a Resident during the course of the Program, remains subject to the local leave policies and practices, including with regard to pay and benefits.

It is and remains the responsibility of the Resident to comply with the Program requirements, including the effect, if any, a leave of absence may have on satisfying the criteria for completion of the Program and guaranteeing eligibility for certification by the relevant certifying Board.

Prior to taking a leave of absence, the Board requirements should be reviewed by the Program Director and Resident so that the Resident understands any impact to their training and the potential for a need to make up time away from training. The GME Office should be notified, in writing, of any leave of absence expected to or that results in an additional training requirement in order to satisfy

Board requirements. Financial support necessary for the additional training time and makeup activity must be determined at the time leave arrangements are made.

Please refer to the applicable CommonSpirit Health leave policies for further information and instruction on how to apply for a leave.

HR A-024 / A-024P Family and Medical Leave Policy & Procedure

HR A-025 / A-025P Medical Leave Policy & Procedure

HR A-027 / A-027P Personal Leave Policy & Procedure

IV. References

Dignity Health East Valley House Staff Agreement Contract

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HR A-027 / A-027P Personal Leave Policy & Procedure

V. Amendments or Termination of This Policy

Dignity Health East Valley reserves the right to modify, amend, or terminate this policy at any time.

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and GME policy, this GME policy shall govern.