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CCH PROGRAM
DIRECTOR EX

Area Residency/
Fellowship

Applicability CentraCare -
Saint Cloud
Hospital

Vacation and Leaves of Absence - UMN/SCH Family Medicine Residency

PURPOSE

To allow residents reasonable time off for vacation and for medical and family reasons in compliance with the Family and Medical Leave Act (FMLA), the Minnesota Parental Leave Law, the Minnesota Sick or Injured Child Care Leave Act, the Minnesota Earned Sick and Safe Time regulation, the Accreditation Council for Graduate Medical Education (ACGME), and the American Board of Family Medicine (ABFM). Resident leave from the program is governed by many different factors including the ACGME and ABFM requirements that need to be met to ensure a resident is eligible for taking the ABFM certifying exam for board certification in family medicine.

CentraCare adopts the following Policy/ Procedure for:

CentraCare - St. Cloud Hospital

DEFINITIONS

ABFM: American Board of Family Medicine

ACGME: Accreditation Council for Graduate Medical Education

CCFHC: CentraCare Family Health Center

CCHS: CentraCare Health System

CME: Continuing Medical Education

COMLEX: Comprehensive Osteopathic Medical Licensing Examination

PGY-1: Post-graduate Year 1

PGY-2: Post-graduate Year 2

PGY-3: Post-graduate Year 3

PTO: Paid-time Off

USMLE: United States Medical Licensing Examination

PROCEDURE / GUIDELINE

A. General Requirements

1. All stipulations as set forth in this policy will follow ACGME and ABFM requirements.
2. All absences from the residency program will be arranged through the Residency Support Supervisor in accordance with the [Provider Absence Coverage - CCFHC](#) policy (see CCFHC policy on "Provider Absence Coverage").
3. The timing and duration of time away from the residency must be in accordance with the [Scheduling Rules for Residents – UMN/SCH Family Medicine Residency](#) policy.
4. Residents are not allowed to be away from the residency program, by reason of vacation or illness for more than 21 days in any academic year. Family or medical leave of absence may be granted in accordance with section H.
5. Time away from the program for education purposes (e.g. CME) is not counted in the general limitation on absences.

B. Paid Time Off (PTO)

1. All residents are allowed twenty-one (21) weekdays per year.
2. Residents are not required to come in for continuity deliveries when they are on PTO. If they choose to come in and are on duty for zero to four hours, they will be given a half day credit, if they are on duty over four hours they will be given a full day credit. Residents are not charged for PTO during weekends and therefore credit will not be given for weekend duty to cover a continuity delivery while on PTO. It is the resident's responsibility to let the support office staff know if there is a revision to PTO credit.
3. If a resident is planning to receive credit for previously scheduled PTO (because they come in for a continuity delivery) they are expected to manage their EMR In Basket and any other daily activities that they normally would be expected to cover.

C. CME

1. PGY-1 residents are allowed zero (0) days per year.
2. PGY-2 and PGY-3 residents are allowed five (5) days per year.

D. Sick and Safe Time

1. Sick or safe Time will be taken out of available PTO time. Extended leaves of absence for illness will follow CentraCare HR policies and section H below. Refer to Minnesota Department of Labor and Industry site for details on what Sick and Safe Time can be used for and which family members are included: <https://www.dli.mn.gov/sick-leave>.
2. Per the CentraCare Health System Family and Medical leave policy, employees will be granted time off for qualifying medical and family reasons (see CCHS policy on "[Family Medical Leave](#)").
3. Time away from residency in excess of 21 days in any given academic year (combined sick, personal, and vacation) for qualifying conditions will require a request to the Program Director for a leave of absence and it may require extension of residency training. See Section H for details.

E. Other

1. All residents are granted time away to complete testing for certifying exams required by the program (i.e. USMLE, COMLEX, and ABFM exams).

F. Practice Search

1. In the PGY-3 or PGY-2 year, time maybe available for practice searches. Personal time and vacation may be used for practice searches. Time may also be allowed as part of the Practice Management Curriculum. Total time as part of the Practice Management curriculum will not exceed three (3) days. Time used as part of the Practice Management Curriculum will require the approval of the Program Director and the resident will need to track it on their longitudinal tracking form in RMS.

G. Family and Medical Leave

1. Parental leave includes maternity and paternity leave for birth and care of a newborn, adopted, or foster child including both birth and non-birth parents of a newborn. (see the CCHS policy on "[Family Medical Leave](#)").
2. Family leave may also be used in the care of a family member with a serious health condition, including end of life care.
3. Medical leave is for a resident's own serious health condition requiring prolonged evaluation and treatment.
4. Time away from the residency in excess of the 21 days of PTO (combined sick, personal, and vacation) will require a request to the Program Director for a leave of absence and may require extension of residency training.

H. Leave of Absence:

1. Time away from the residency for Family and Medical Leave in excess of 21 days of PTO (combined sick, vacation, and family and medical leave) will require a request to the Program Director for a leave of absence and may require extension of residency training.
2. The ABFM requires that each year of residency include a minimum of 40 weeks of continuity clinic experience in the program's teaching practice. The program requires a 4 week rural rotation away from the program's teaching practice in each of the

PGY-2 and PGY-3 years.

3. Residents may be eligible for up to twelve (12) weeks away from the program and continuity clinic in the PGY-1 year and up to eight (8) weeks away from the program and continuity clinic in each of the PGY-2 and PGY-3 years for family and medical leave but cannot exceed twenty (20) weeks over the 3-year residency. This includes any weeks away from continuity clinic for PTO in each year. If time away meets or is less than these limits and the resident meets all graduation requirements including: 1) Minimum 40 weeks of continuity clinic experience per year, 2) 295 half-day continuity clinic sessions over 3 years, and 3) all other requirements for graduation (see [Resident Evaluation, Promotion, and Dismissal - UMN/SCH Family Medicine Residency](#) policy); then the resident may graduate on time without extension. They may also opt for an extension if the Program Director is in agreement.
4. Residents can choose to take up to 12 weeks family and medical leave in the PGY-2 or PGY-3 years but this will require an extension of residency for any time away from continuity clinic in excess of 8 weeks.
5. Leave of Absence for other reasons will need approval by the Program Director and will require extension of residency.
6. Leaves of Absence must be requested and can only be approved through the Program Director. Please refer to CCHS policy on "[Family Medical Leave](#)" with regards to whether time away is paid or unpaid.
7. All requests that comply with the CCHS policy on "[Family Medical Leave](#)" will be honored.
8. In the final two years of residency the ABFM does not allow time away from continuity clinic experiences greater than twelve (12) weeks per year due to continuity of care concerns. Requests for Leaves of Absence greater than twelve (12) weeks in duration may be considered for resignation and will require re-admission.

REGULATORY CITATIONS

Federal Family & Medical Leave Act; MN Statute 181.941; MN Statute 181.9413; MN Statute 181.9447

REFERENCE CITATIONS

Facility specific, none stated

APPROVING COMMITTEE(S)

Residency Education Committee

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Approval Signatures

Step Description	Approver	Date
Update UMN Program Manual	Ashley Davis: SCH SR RESIDENCY PROGRAM ASSISTANT NE	01/2024
Residency Education Committee	Ashley Davis: SCH SR RESIDENCY PROGRAM ASSISTANT NE	01/2024
Document Owner	Thomas Satre: CCH PROGRAM DIRECTOR EX	01/2024

Applicability

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