

## **Resident Vacation and Leave of Absence**

### **Scope**

All Yakima Valley Farm Workers Clinic (YVFWC) employed graduate medical education residents.

### **Purpose**

Make leaves of absence available to its residents and recognizing the need of said residents to occasionally be away from training for compelling reasons; and further to comply with all applicable state and federal laws.

### **Key Concepts and Terms**

**Designated Institutional Official (DIO)** is the individual in a sponsoring institution who has the authority and responsibility for all of the ACGME-accredited GME programs.

**Graduate Medical Education (GME)** refers to any type of formal medical education, pursued after receipt of the M.D. or D.O. degree in the United States. This education includes internship, residency, subspecialty and fellowship programs, and leads to state licensure and board certification.

**Grievance**, for this policy, “grievance” is defined as any controversy or claim arising out of an alleged violation of any provision of the Resident Employee Agreement other than an evaluation of academic or clinical performance or professional behavior, a non-reappointment decision, or any other academic matter including but not limited to the failure to attain the educational objectives or requirements of the training program.

Grievances may be filed by individual residents or by groups of residents.

A **Resident** is a physician who is engaged in a graduate medical education-training program, and who participates in patient care under the direction of attending physicians and faculty. PGY-1 is a first-year resident (post-graduate year 1), PGY-2 is a second-year resident (post-graduate year 2), etc.

### **Policy**

- A| YVFWC offers paid time off (including vacation time, sick leave), unless such leave is designated by federal, state, or union regulations.
- B| If the resident is granted leave of absence for reasons of maternity, physical or mental disabilities and returns to duty, the resident may continue the training to completion.
- C| The YVFWC will assist the resident in obtaining confidential counseling, medical, and psychological support services when indicated, including physician impairment assistance.

### **Procedure**

#### **A| Leave of Absence**

- 1| Residents must submit all leave requests to the Program Director no less than 12-weeks in advance of anticipated leave. All leave requests are subject to the approval of the Program Director.
- 2| A resident who does not report for work for 3 consecutively scheduled work days, without speaking directly to the Program Director, may be dismissed from the residency program and his/her employment agreement may be terminated.
  - a| The Program Director will notify the Designated Institutional Officer and Graduate Medical Education Committee (GMEC) of this decision.
  - b| A resident may request a grievance hearing to review this decision (*refer to [Resident Grievances Policy and Procedure](#)*).

#### **B| Holidays**

- 1| Residents are considered to be available to be scheduled for rotations 365 days a year, including all religious and secular holidays.

- 2| Regarding Paid Holidays, YVFWC outpatient clinics may be closed due to the holidays listed, but the resident's educational responsibilities at the training hospitals will continue, including on-call duties.

## **Related Documents**

[Resident Grievances Policy and Procedure](#)