

Section 4.08 *Benefits*

Residents/Fellows may sign up to receive health, dental, life and disability benefits in accordance with those provided by Ascension. Residents/Fellows will enroll in the plan of their choice at orientation and on an annual basis in accordance with the system's enrollment period in November every year. Failure to do so will result in loss of benefits.

Section 4.09 *Time Off Duty*

All time off work must be tracked, and the program director must account for and review the impact of time away upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s). In the interest of diversity, equity, and inclusion, this Time Off Duty policy was developed to allow for flexibility in scheduling holidays and vacations without reference to a specific set of religious holidays. Therefore, the Ascension holidays are not observed in our GME programs, our training programs function 365 days a year allowing for the Resident/Fellow to determine his/her/their own set of holidays by requesting Time Off Duty any day that is most appropriate for him/her/they as an individual. Here are the details of this policy.

- a) Time Off Duty is tracked for WEEKDAYS only. Residents/Fellows should ask for the weekend's off in conjunction with their request, but the actual tally/balance will only consider the WEEKDAYS, regardless of whether that day is a formal Ascension holiday.
- b) Each Resident/Fellow receives twenty-five (25) days of Time Off Duty (TOD) per contracted academic year.
- c) The following assignments are allowable Time Off Duty categories are:
 - i. **Vacation**
Generally this category is used for vacations, personal wellness, and personal or seasonal holidays. We encourage all Residents/Fellows to plan vacations to spend time with family/friends and disengage from their educational programs occasionally. This will be the bulk of your Time Off Duty. This category should also be used for:
 - 1) Personal or seasonal holidays,
 - 2) Elective conferences or courses where the Resident/Fellow is away from the assigned training rotation for at least one day,
 - 3) Interviewing for a potential training programs or a new position after graduation, and
 - 4) Eligibility and certifying board examinations for graduating Residents/Fellows
 - 5) Any other time off request that is not itemized in this policy requires TOD request and approval.
 - ii. **Sick**
Residents/Fellows on occasion may need to call off from a shift due to illness. Such days should be noted as Sick days and will be deducted from the Time Off Duty balance.
 - 1) All students, residents, and fellows who are injured or sick are responsible for notifying the person in charge of their assigned service; the attending and/or the senior Resident/Fellow, for each day absent. Additionally, the

program coordinator must be notified by 8:00 a.m. or at the earliest possible time.

- 2) During evenings, Ascension holidays, or weekends, the Resident/Fellow is responsible for finding coverage and reporting the change in coverage to the program coordinator on the next business day.
- 3) Residents/Fellows may be required to make up time absent from call.
- 4) If a Resident/Fellow needs more than 3 days off, a leave of absence would be most appropriate. Any absences more than 3 days would require clearance from occupational health to return to the training site.

d) Specific requirements for Time Off Duty that apply to all Residents/Fellows:

- i. Residents/Fellows should plan their TOD with their program leadership in a timely manner to allow for adequate coverage adjustments. Each program will define how far in advance a TOD request must occur.
- ii. Residents/Fellows should take into consideration the need to save time off for seasonal holidays and sick leave when scheduling vacation days.
- iii. Depending on the specialty or time of year, there may be program-specific restrictions as to which rotation or month a Resident/Fellow can schedule TOD.
- iv. TOD from June 15 to July 31 is discouraged and must be approved by the PD and the DIO. Graduating Residents/Fellows must work through the final date of their contract. Terminal vacations are only allowed in very rare instances with PD and DIO approval.
- v. The extension of a contract does not automatically add additional TOD days. The DIO has the authority to grant additional days should it be warranted. Extensions related to leave of absence are not eligible for additional TOD.
- vi. TOD not used during the contract period will be forfeited. No payment in lieu of actual time off will be made.
- vii. Maximum time off should be no more than seven contiguous days, with rare exceptions approved by the program director.
- viii. Patient care occurs 365 days a year, therefore, patient care and educational opportunities are uninterrupted by holidays. While the general guidance is that a Resident/Fellow must use TOD for hospital approved holidays, program directors may exercise their discretion based on individual circumstances.
 - 1) Residents/Fellows can use their TOD to take these days off, with PD approval. Residents/Fellows rotating in a location that is closed for a holiday do not automatically get the day off. They need to communicate with his/her/their program director about expectations. PD may require the resident to report to another location, can allow for a scholarly activity day, or approve a TOD day. When on an out-rotation, Resident/Fellow should follow that institution's scheduling expectations
 - 2) Program directors have the discretion to assign approved TOD options or make recommendations on how to provide clinical coverage for Ascension holidays. For example, Residents/Fellows could be assigned TOD weeks when scheduling the annual rotation schedule. They also may be assigned to work the week of Christmas and have the week of

New Year's off. If the program wishes to schedule shifts in this manner, the program is encouraged to consider diversity, equity, and inclusion factors in doing so. If a Resident/Fellow wishes to forego using their TOD during these weeks, the program should not force it upon the individual. Any special scheduling such as this, should allow options for the individual to Opt-out and use their TOD at another time.

- ix. All approval for time off must stay within the guidelines of completing the necessary educational rotations and meeting board eligibility requirements.
 - x. AMOH recognizes the importance of the wellness of its Residents/Fellows. Therefore, Residents/Fellows will be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours, generally without having to claim Time Off Duty (TOD). Residents/Fellows are expected to work with their PD to arrange for coverage or necessary approvals for mid-shift appointments. Should the appointment be expected to last multiple hours, the program director may use their discretion to determine if a TOD day would be more appropriate.
- e) The following assignment categories that are generally separate from Time Off Duty balance are:
- i. **Conference Away** (Required Training or Presenting)
Conference attendance may be considered work time when the PD, in conjunction with the DIO, has identified that conference as mandatory or the resident/fellow is presenting at the conference. This category is used for any required conferences or courses, such of required board review courses, where the Resident/Fellow is away from the assigned training rotation or the sponsoring institution for at least one day. This category is also appropriate for when a resident is attending a conference for the purpose of presenting a poster or speaking. The program will approve these events. There is no specific limit set at the GME level, but the program may set a maximum number of days the resident can use this category. This does not get charged against your TOD Balance.
 - ii. **Administrative Leave**
This category is used when the GME office places you on a paid or unpaid leave of absence. This could be related to an investigation, a Visa issue, or any number of other reasons. This is generally not charged against your TOD balance. Salary continuance is not guaranteed.
 - iii. **Licensing Board Examinations** (COMLEX/USMLE/CMPE)
Each Resident will be provided two days off without using TOD, to take their required Level III or Step III examination. If more days are needed to successfully pass the examinations, TOD will need to be used.
 - iv. **Covid Leave**
This category is used to track extended leave of absence due to pandemic type sick leave. Whether this is charged to your TOD will depend on the current pandemic stage of the surrounding area. The DIO will make the decision as to whether this type of leave will be provided outside of standard Called in Sick time.
 - v. **Bereavement Leave**
Bereavement Leave is provided through Human Resources and is intended

to allow Residents/Fellows paid time off from scheduled work to attend to needs that may arise as a result of the death of a family member.

- 1) All Residents/Fellows are eligible to receive three (3) working days off with pay per occurrence for the death of an immediate family member.
- 2) Immediate family members include only the following: Mother/Father, Spouse, Child, Sister/Brother, Grandparent, Grandchild, Stepmother/Father, Mother/Father-in-law, Stepchild, Sister/Brother-in-law, Daughter/Son-in-law and Stepbrother/Sister.
- 3) Ascension Macomb-Oakland Hospital reserves the right to ask house officers to provide proof of the relationship.

vi. Jury Duty

- 1) A Resident/Fellow who is summoned for jury duty must provide notice to her/his program director as soon as possible.
- 2) The Resident/Fellow must keep her/his program director apprised of jury service obligations as information becomes available, including breaks in obligations.
- 3) Residents/Fellows released from program responsibilities to provide jury service are expected to do so in good faith and are expected to minimize time lost from their training while serving.
- 4) In the case of extended jury duty service, the program director will determine the need, if any, for make-up time.

f) Process for requesting any category of Time Off Duty or Leave:

Residents/Fellows are entitled to paid time off in several categories as noted above.

All time off requests must be submitted through New Innovations Assignment.

- i. Go to Schedules > Assignment Schedules > Make a Request. Enter the dates, request type (ON or OFF Assignment), and “Type of Assignment”, see options listed above.
- ii. The PC will receive the request, verify TOD Balance, and communicate with the appropriate leaders (Chief, PD, rotation faculty, etc.) You will then receive an email when it is approved or denied. If you wish to change your dates, you will need to submit another request to update the database
- iii. Time Off Duty is not approved until the finalized in program GME office, using the New Innovations system.
- iv. The timeline and deadlines for making requests are specific to program needs, at least 30 days in advance is the general policy, but longer request deadlines can be required at the program level.

- g) Each program will develop a TOD policy that meets the specific needs of the program. This policy will ensure coverage of patient care in the event that a Resident/Fellow may be unable to perform their patient care responsibilities due to time away.
- h) Resident’s failure to follow policy is a professionalism deficiency and may lead to disciplinary action and unapproved vacation time may be withdrawn from payroll via an administrative leave of absence.

Section 4.10 *Parental, Caregiver, and Medical Leave*

- a) House Staff in training programs of two (2) or more years in duration are eligible for up to a maximum of six (6) weeks' paid time off only once during each training program, without exhausting all other allowed Time Off Duty, for purposes of parental, caregiver and medical leave, and without extending training.
 - i. Leave can be taken as one time in one training year or be divided between years of training as needed over the course of a training program, (without exceeding 6 cumulative weeks total) after approval from program and clinical competency committee.
 - ii. For parental leave, the first day is to be the day of birth or adoption, unless otherwise specified by a doctor's note.
 - iii. Program Director and clinical competency committee may limit the maximum amount of time away from training a house staff may take in any single year or level of training.
 - iv. House staff will receive full pay and benefits during this approved leave of absence.
 - v. Leave includes personal or familial needs, including the birth and care of a newborn, adopted, or foster child ("parental leave"); care of an immediate family member (child, spouse or parent) with a serious health condition ("caregiver leave"); or the trainee's own serious health condition ("medical leave").
 - vi. The Clinical Competency Committee and Program Director of the home program will assess how individual trainees' clinical experiences and educational objectives will be met, or to attest that competency has been achieved without an extension of training.
 - vii. The program director, in consultation with the clinical competency committee, will determine the need for extending the training of the resident/fellow if it is determined that they did not meet the criteria of graduation due to this additional leave of absence.
 - viii. Failure to provide adequate documentation to the program and/or GME administration as requested can result in the use of Time Off Duty and/or the placement on non-paid leave.
 - ix. For any additional time to the first six-week leave of absence, or for any subsequent leaves of absence, the following applies:
 - 1) All leaves of absence require advance notice to the program director and the GME administrative office whenever possible.
 - 2) A formal leave of absence request must be filed by the house staff through the Ascension Portal per the Ascension leave policy. The first day absent is to be the day after the initial six weeks off. The percentage of pay that you will receive while on leave is dependent on your benefits package selection.
 - 3) It is the resident/fellow's responsibility to work with their program director to notify the preceptor of any rotation affected by the absence. Any make-up required should be arranged between the resident and their program director.
- b) House Staff in training programs of less than two (2) or more years' duration, the following applies:
 - i. All leaves of absence require advance notice to the program director and the GME administrative office whenever possible.

- ii. A formal leave of absence request must be filed by the house staff through the Ascension Portal per the Ascension leave policy.
- iii. Time Off Duty will be exhausted, and additional time will be unpaid, per Ascension
- c) Request for Leave of Absence Procedure:
 - i. Resident/fellow is to notify the Program Director and Program Coordinator of their request, via email. The communication must include:
 - 1) Reason for Leave of Absence request
 - 2) Date the LOA is to begin
 - 3) Date the Resident/Fellow plans to return to work
 - ii. Program Director will approve and coordinate coverage if applicable.
 - iii. Program Director along with the Program Coordinator must ensure that the Leave of Absence request is submitted to the Medical Education Manager.
 - iv. Resident/Fellow contacts Sedgwick to start Leave Claim.
 - 1) MyAscension > MyHR > Left hand side, File a Leave Claim
 - 2) Work with Sedgwick on the claim by submitting requested documentation.
 - v. The Program Coordinator will add a rotation to the New Innovations block schedule using MEDED:LOA PAID for the amount of time being requested, up to the initial six weeks.
- d) Should the Resident/Fellow need additional LOA time:
 - i. Resident/Fellow must communicate this need to the program coordinator and work with Sedgwick and the GME Manager to provide the necessary documentation.
 - ii. The rotation will be adjusted to MEDED:LOA-Extended.
 - iii. If a resident/fellow takes more than the allowed six weeks, Medical Education Administration along with Program leadership will determine the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).
- e) In order to return to work after the LOA, the Resident/fellow contacts Associate Health at 248.849.3195 to make an appointment to be cleared to return to work. This appointment must be at least 2 business days prior to returning to work.

Section 4.11 Work Related Injury

For work related injuries, it is important to follow the appropriate procedure within your clinical department and complete all necessary follow-up steps. Here are the general guidelines:

- a) Report injury immediately to your leader or designee
- b) Contact or present to occupational health as soon as possible after the incident occurs
- c) If occupational health is closed and injury requires immediate medical attention (i.e. blood and/or body fluid exposure) report to the Emergency Department
- d) If occupational health is closed and immediate medical attention is not required, the associate should call Sedgwick, 1-866-856-4835, to report the event.
- e) If you receive a bill, contact your program coordinator for assistance in getting it resolved.