



INDIANA UNIVERSITY
SCHOOL OF MEDICINE

Time Off Work Policy

IUSM-GME-PO-0018

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Effective: 07/01/2021
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Responsible University Office:
Graduate Medical Education

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Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians.

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Definitions

A *resident* is an IUSM resident or fellow who provides clinical care as part of a GME program.

PTO is Paid Time Off, which encompasses any time off that is non-training related, including vacation, leave, and discretionary days.

Vacation is paid time away from training which each resident is granted each appointment year.

LOA is a Leave of Absence, which is time away from training separate from Vacation that may be paid or unpaid. This can refer to parental leave, caregiver leave, personal leave, certification leave, or other non-vacation period away from work.

PCM Leave refers to the types of leaves of absence related to a qualifying event (Parental, Caregiver, or Medical) which allow trainees the ability to reserve 1-2 weeks of vacation distinct from the first six weeks of the leave (often identified as PCM Vacation Reserve) at least once during a training program. If the leave is FMLA-eligible, FMLA coverage will run concurrently during a PCM leave.

FMLA is the Family Medical Leave Act of 1993.

A *qualifying life event* is an event that alters one's need for health insurance coverage due to changes in family, household, or employment circumstances.

Policy Statement

In support of promoting well-being, IUSM residents are encouraged to make use of allowed time away from training each year.

Types of Time Off and Allowances

All GME residents are entitled to paid time off (PTO) from training each year, free from training responsibilities, in alignment with the trainee's appointment.

Vacation

All GME residents are eligible for 4 weeks of paid vacation during each PGY, consisting of 20 weekdays (Monday through Friday) and 8 weekend days. Vacation requests will be approved at the discretion of the Program Director, and approval may be contingent on a resident's clinical or educational assignment, program accreditation requirements, or specialty Board certification requirements.

Leave

In addition to paid vacation, IUSM offers many types of leave. Leave requests must be received by the GME Office at least 60 days in advance, except in emergent situations. When applicable, coverage by the Family Medical Leave Act of 1993 (FMLA) will run concurrently with parental, caregiver, or medical leave.

Program Discretionary Time Off

The sum of vacation and discretionary PTO cannot exceed 6 weeks (30 weekdays and 12 weekend days) each appointment year unless the resident meets the criteria for the Parental, Caregiver, or Medical (PCM) vacation reserve, which will increase the maximum allowable PTO for the year, as outlined in the Procedures section. Paid time

off for any reason, including discretionary time off granted by the program, counts toward the maximum allowance of paid time off residents are allotted in each PGY.

No payment will be made for unused paid time off at the completion of training.

Visa Implications

Beyond the standard advance notice and pre-approval expectations for paid or unpaid leave of absence, trainees with sponsored visas must coordinate with the GME Office to ensure appropriate documentation and notification requirements are fulfilled.

Program-Specific Time Off Policy Requirement

Each training program must create and maintain a Time Off Work Policy in accordance with this policy. Each program policy should address the following factors:

- The specifics of specialty Board certification requirements (or eligibility) as they pertain to time away from training.
- The program's definition of a work week – whether vacation days are tracked with respect to five-day or seven-day weeks.
- Any limits on the times of the year when paid time off can be taken.
- The process through which requests for paid time off should be submitted.
- The allowable number and nature of additional days away from training (paid and unpaid).
 - Programs should not grant more than 2 weeks of additional paid time off per year.
 - Additional days may include the following: holidays, wellness days, illness/injury (sick days), bereavement, conference or educational seminar attendance, interviews, discretionary days, or others as applicable.
 - Time spent taking required exams does not count against vacation or discretionary days.
 - Unless specifically stated otherwise within the program-specific policy, program-granted discretionary days will count towards the annual maximums for paid time off (6 weeks, up to 42 days)
- Provisions and guidelines for programs/departments supplementing additional paid leave time and/or benefits coverage beyond GME allowances.

Training Extension Resulting from Time Away

When the total time away from training extends beyond the maximum allowed by the accrediting body and/or specialty Board, the Program Director is responsible for creating a reasonable plan for the resident to complete training. Make-up time cannot be guaranteed, and the Program Director is responsible for ensuring that position funding is confirmed for training extensions in coordination with the GME Office.

If make-up time is required, it will necessarily delay the trainee's reappointment dates by an amount equal to the make-up time (i.e., delay of promotion to the next PGY level). In effect, all future training years will become off-cycle by an amount equal to the makeup time. Any required make-up time will be paid, and all benefits provided.

Potential problems involving make-up time do not grant the Program Director the authority to deny a Parental, Caregiver, or Medical leave to a resident who is lawfully entitled to this benefit.

Vacation Related to Extension of Training

Trainees who are required to extend training due to remediation, board requirements, or other circumstances will be granted one week of vacation for each 3 months of required training extension. Paid time off will accumulate at the start of the required training extension and may result in further training extension as required by individual specialty Boards.

Extended Leaves

While leaves longer than 12 weeks may be approved, such extended leaves may impact training appointment status. Because training appointments are issued in one-year terms, leave time greater than 6 months during any given PGY, or leaves resulting in excessive training extensions, will result in termination of the resident's employment with the University. However, this does not necessarily preclude the resident from applying to the program again once able to return to work (see [Fitness for Duty policy](#)).

Exceptional Circumstances

Hospital or Regional Emergency

In the event of a stated hospital or regional emergency, urgent professional responsibilities may result in cancellation of previously arranged paid time off (excluding parental, caregiver, or medical leaves).

Deferral of Unused Vacation

With evidence of extenuating circumstances (e.g., clinical disruption from the COVID-19 pandemic), up to one week of paid time off (i.e., five weekdays and two weekend days) can be rolled over into the next postgraduate year of training.

This carryover must be approved by the Program Director and the Senior Associate Dean of GME no later than May 1 of the affected academic year.

When deferred vacation is used, all specialty Board requirements must still be observed.

Additional Leave Categories in response to Emergent Situations

If unprecedented circumstances arise (e.g., the COVID-19 Pandemic) when large numbers of residents may be unable to work due to illness and/or quarantine, the DIO may designate additional leave provisions or restrictions.

Procedures & References

Please see Attachments for detailed procedures and valuable reference resources.

[Attachment 1: Leave and Time Off Definitions and Eligibility](#)

- [Paid Time Off](#)
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- [Discretionary Leave](#)
- [Jury Duty or Subpoenaed Court Appearances](#)

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Implementation

The Designated Institutional Official (DIO) for GME is responsible for the implementation of this policy.

Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

Related Information

1. The Family and Medical Leave Act of 1993 (FMLA):
<http://www.dol.gov/whd/regs/statutes/fmla.htm>
 2. American Board of Medical Specialties Policy on Parental, Caregiver, and Medical Leave During Training:
 3. <https://www.abms.org/wp-content/uploads/2020/11/parental-caregiver-and-medical-leave-during-training-policy.pdf>
 4. [ACGME Answers: Resident Leave Policies](https://www.acgme.org/newsroom/blog/2022/acgme-answers-resident-leave-policies/)
<https://www.acgme.org/newsroom/blog/2022/acgme-answers-resident-leave-policies/>
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History

1. Policy IUSM-GME-PO-0018 approved by GMEC and published 28 August 2013.
2. Policy reviewed, updated, and approved by GMEC on 11 January 2017
3. Policy updated for formatting 02 March 2018.
4. Policy reapproved by GMEC on 18 April 2018.
5. Policy updated for formatting 27 June 2018.
6. Policy updated May 2021.
7. Policy updated January 2024.

Attachment 1: Leave and Time Off Definitions and Eligibility

Paid Time Off (PTO)

- Any time away from training duties which is paid. This may include vacation, leaves of absence, wellness days, etc.
- Eligibility: available to all residents.

Caregiver Leave

- Leave taken to care for the resident's spouse, child, or parent who has a serious health condition.
- Up to 6 weeks of paid leave time available; once paid leave time is exhausted, the remainder of the leave will be unpaid.
- Eligibility:
 - Must be taken for the purpose of caring for a spouse, child, or parent.
 - The individual being cared for must meet the criteria for a serious health condition.
 - There is no minimum duration of service requirement.
 - If the trainee is also FMLA-eligible, FMLA will run concurrently with Caregiver Leave. For details related to FMLA, refer to [Attachment 3: Benefits and PTO Eligibility During Leave](#).

Discretionary Leave (Personal, Professional, or Other)

- Any leave taken for personal reasons or any other leave that does not fit into the other categories mentioned in this attachment, including but not limited to the following: sick days, educational seminar/conference attendance, bereavement leave, interviews, exams, holidays, professional leave, and wellness days.
- May be paid or unpaid, as defined by the program's Time Off Work policy.
- Eligibility: all discretionary leave is granted by the program's Time Off Work policy.
- Eligibility for PTO maximums will vary based upon the nature and circumstances of the discretionary leave. No additional compensation or PTO credit will be granted for discretionary leave.

Jury Duty or Subpoenaed Court Appearances

- Jury duty and subpoenaed court service will not reduce a resident's PTO benefits and will not prompt a change from paid to unpaid status for the duration of court service.

Medical Leave

- Leave taken to care for a serious health condition that makes the resident unable to perform essential job functions.
- Up to 6 weeks of paid leave time available; once paid leave time is exhausted, the remainder of the leave will be unpaid.
- Eligibility:
 - Must meet the criteria for a serious health condition that makes the resident unable to perform essential job functions.
 - There is no minimum duration of service requirement.

- If the trainee is also FMLA-eligible, FMLA will run concurrently with Caregiver Leave. For details related to FMLA, refer to [Attachment 3: Benefits and PTO Eligibility During Leave](#).

Military Leave

- Grants fifteen days of paid leave for short tours of military training in the National Guard or military reserves during any one military year (October 1 to September 30). This time does not count against available PTO.
- Grants unpaid leave for a resident called to active military duty through Selective Service, voluntary enlistment, or membership in the National Guard or military reserves.
- For extended active military duty, a military leave of absence may extend to four years. An additional year of leave may be taken at the request of or for the convenience of the federal government, even if the additional year is voluntary.
- Eligibility:
 - Must submit written military orders to the Program Director as soon as possible to facilitate planning for leave and for clinical schedule contingencies.

Parental Leave

- Leave taken to bond with a newborn, newly adopted, or newly fostered child, or a minor for whom legal guardianship has been newly appointed.
- Up to 6 weeks of paid leave time available; once paid leave time is exhausted, the remainder of the leave will be unpaid.
- Eligibility:
 - Available to birthing and non-birthing parents, adoptive/foster parents, and surrogates.
 - Must be taken within one year of the birth or adoption/foster placement of the child.
 - The birth, adoption, or foster placement must occur on or after the resident's employment start date.
 - There is no minimum duration of service requirement.
 - If the trainee is also FMLA-eligible, FMLA will run concurrently with Caregiver Leave. For details related to FMLA, refer to [Attachment 3: Benefits and PTO Eligibility During Leave](#).

Unpaid Leave

- The following circumstances will result in unpaid leaves of absence. PTO **cannot** be used in any of these circumstances:
 - Lapse in licensure or other vital credentials or GME requirements
 - Suspension
 - Visa expiration or visa not issued
 - Unapproved time away from work, at the discretion of the Program Director
 - Leaves which do not meet the criteria for a bona fide Parental, Caregiver, or Medical Leave when all vacation time has already been exhausted
- If at any time maximum PTO allowances have been exhausted, any additional time away from work must be unpaid.

Attachment 2: Benefits and PTO Eligibility During Leaves

Benefits Coverage Eligibility During of Leaves of Absence

For all residents, IUSM will provide full benefit coverage up to 12 weeks of leave, provided that the leave is taken for a bona fide qualifying event (e.g., medical leave, parental leave, or caregiver leave). Duration of full benefits coverage based on type of leave and length of service is below.

If a resident wishes to take a leave (not military) greater than 12 weeks in duration, the PD and GME must approve the time beyond 12 weeks, and the program or resident will be required to provide funding for the resident's insurance premiums for leave time beyond the 12 weeks in coordination with the GME Office.

- After 12 weeks of leave within a given PGY appointment (whether due to a single leave of absence or cumulative leave time), the trainee will be responsible for their share of their insurance premiums.
 - The department can opt to pay for this in lieu of the trainee paying out of pocket but must work with GME's Business Manager on the salary expense transfer.
- Rates and invoicing:
 - Rates are prorated by day; contact the GME Office to confirm daily charges.
 - The GME office will work with the trainee on a flexible payment schedule if needed and will NOT unenroll the trainee from their insurance provided the trainee has agreed to pay.
- NOTE: If trainee has exceeded the 8-week maximum for PTO under the PCM allowance AND has already taken a full 12 weeks of leave, any time taken off above and beyond that 8 weeks paid/12 weeks LOA period would be processed as an unpaid leave of absence AND may require the trainee to pay for their insurance premiums for that time period.

Starting with the first date that the resident/program is responsible for premium payments, the GME Office will bill the resident/program directly.

During unpaid military leave, the resident and eligible dependents may continue participating in IUSM-sponsored medical and dental plans for up to 24 months following the start of military leave. To continue coverage, the resident must pay the total monthly premium for the continuation coverage period after 12 weeks as outlined above.

For leaves greater than 6 months, the resident's employment will be discontinued, and the resident may elect continuation of coverage under COBRA.

Family and Medical Leave Act of 1993 (FMLA)

- Federal allowance which provides job protection for up to 12 calendar weeks of leave for qualifying reasons.
- Guarantees benefits for the full 12 weeks of leave, but does not guarantee pay for the duration of the leave (See "*Paid Time Off during Leaves of Absence*") FMLA allowances are granted according to training appointment dates since IUSM GME training appointments are discrete 12-month periods.

- If the appointment cycle extends beyond 12 months, FMLA allowances will reset on the one-year anniversary of the previous reappointment date.
- For one-year appointments, FMLA allowances will reset in tandem with their reappointment date
- operate in accordance with the IUSM academic calendar, which resets on July 1 of each year for all GME trainees.
- If the resident is taking parental, caregiver, or medical leave and is also FMLA-eligible, FMLA will run concurrently with that leave.
- May be taken as continuous or intermittent leave. For intermittent leaves, the program must ensure the trainee works at least 50% of the time.
- Eligibility:
 - Must have worked for IUSM for at least 12 months and/or at least 1,250 hours during the twelve-month period prior to the first day of leave.
 - Qualifying reasons include birth of a child, care for a newborn, adoption or foster placement, care for a spouse, child, or parent with a serious health condition, or a serious health condition rendering the resident unable to perform the functions of the job.

Impact of Leave on Reappointment and PTO Availability

If the resident's reappointment date falls during a leave of absence, the reappointment date will be delayed until at least the date of the trainee's return to duties unless the Program Director provides written verification that the resident's competency level warrants on-cycle promotion and is allowable according to accreditation and/or Board requirements.

Paid time off will accrue upon promotion.

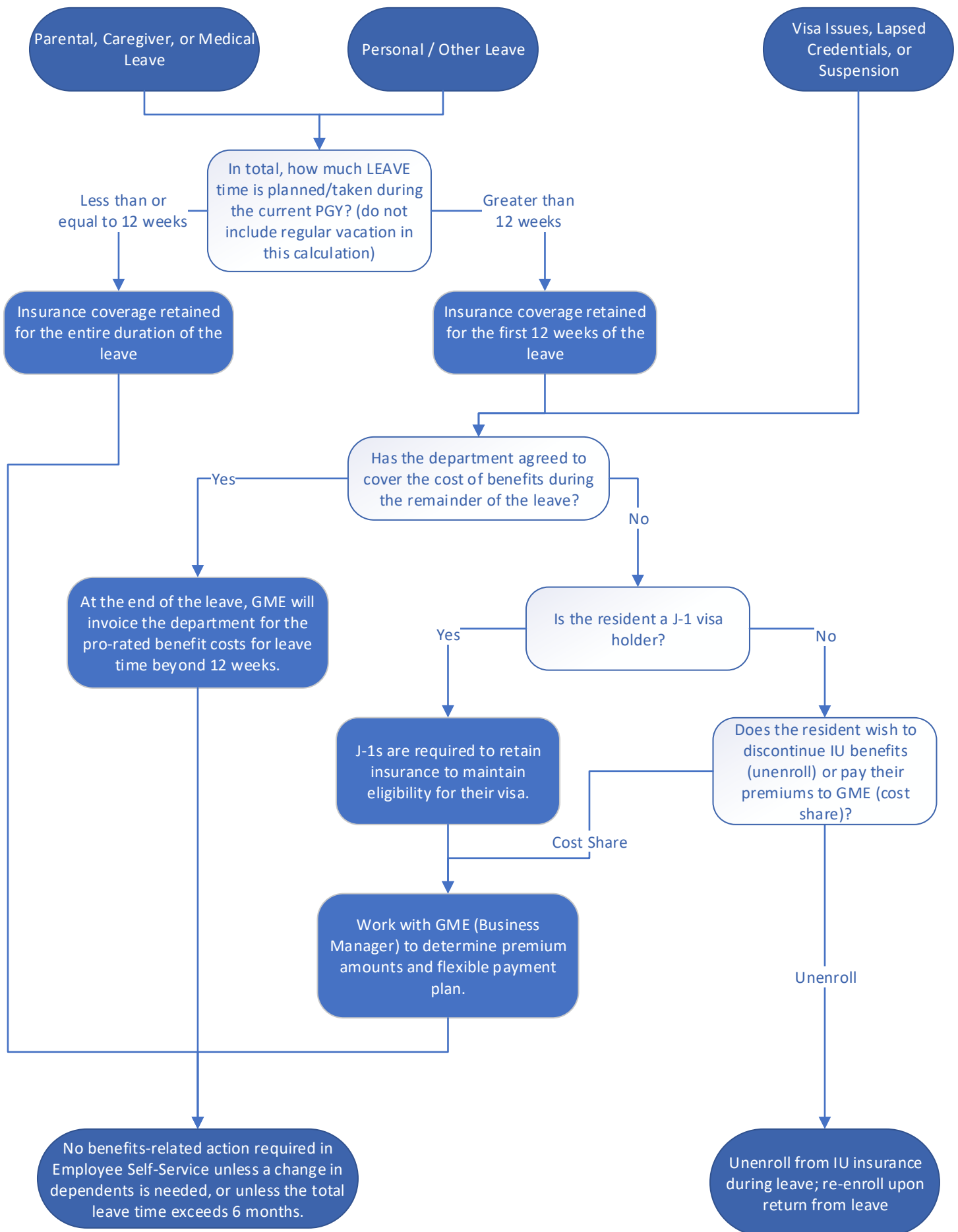
Parental, Caregiver, and Medical (PCM) Leaves and Vacation "Reserve"

- The first time a resident takes a parental, caregiver, or medical leave during their current training program, they are entitled to a full 6 weeks of paid leave in addition to retaining some vacation for use during the same PGY. Programs longer than 4 years may allow a second vacation reserve with a qualifying PCM leave.
- The resident is also entitled to retain a vacation "reserve" of 1-2 weeks so that PTO is not fully exhausted during the first 6 weeks of the leave. This "reserve" may already be partially or fully exhausted prior to the beginning of the leave.
 - Programs 1 year in duration:
 - 6 weeks of paid leave
 - 1-week vacation reserve
 - Maximum PTO for the year = 7 weeks
 - Programs 2-4 years in duration:
 - 6 weeks of paid leave
 - 2-week vacation reserve
 - Maximum PTO for the year = 8 weeks
 - Programs 5+ years in duration:
 - First PCM leave:
 - 6 weeks of paid leave
 - 2-week vacation reserve
 - Maximum PTO for the year = 8 weeks

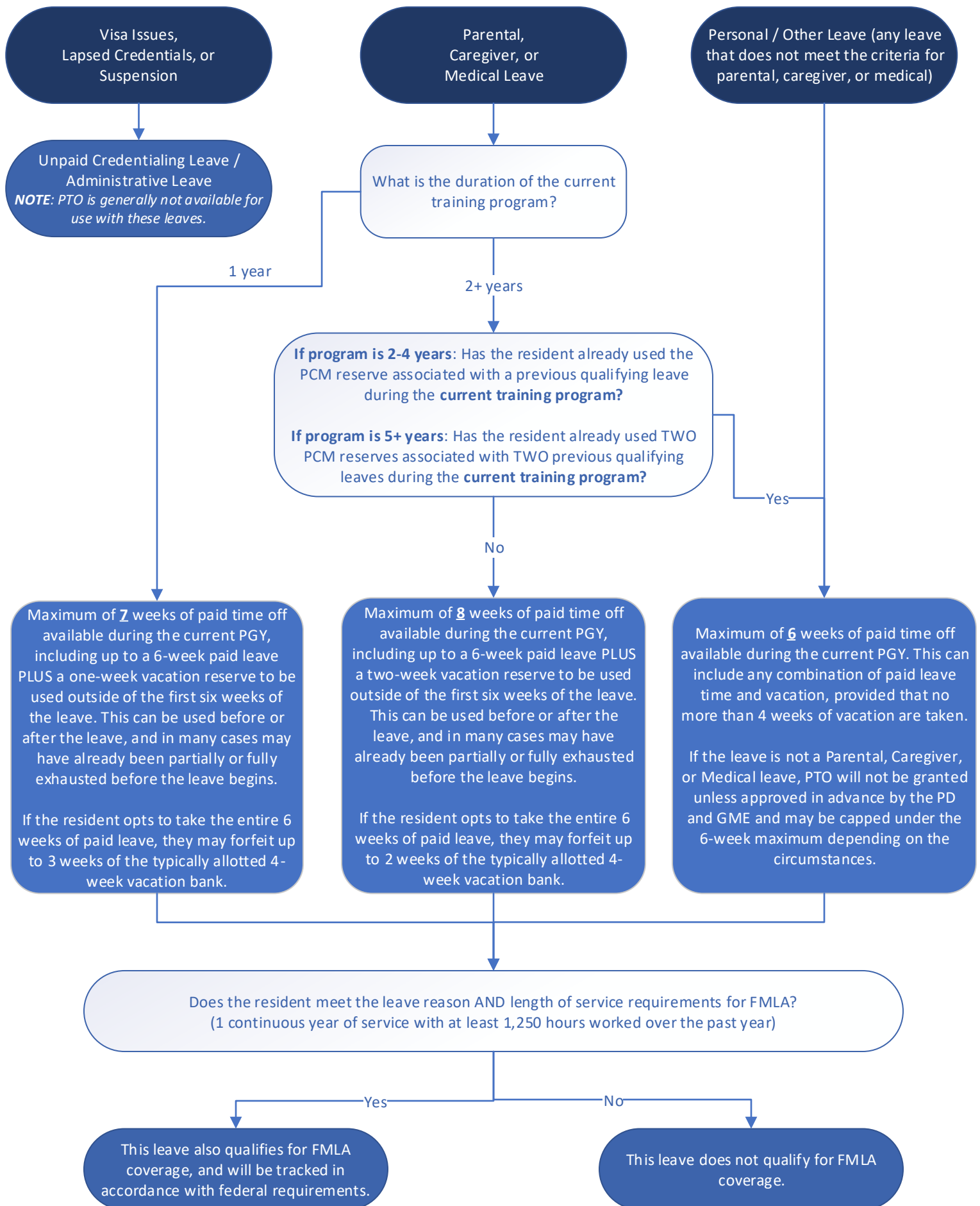
- Second PCM leave:
 - 6 weeks of paid leave
 - 2-week vacation reserve
 - Maximum PTO for the year = 8 weeks
- Encourage residents to plan ahead and reserve a week vacation (for sick kid, other time off, etc.) Carefully consider use of the time.
- If the vacation was taken prior to the leave, the resident will not be allotted additional vacation time or PTO on top of the 7-8 week caps mentioned above.
- Previously approved vacation (whether scheduled for the timeframe between now and the leave start date or for after returning from the leave) may be revoked or taken unpaid such that the PTO maximums are not exceeded. This determination should be made on a case-by-case basis between the program and the resident.
- For subsequent PCM leaves taken during the same training program that are ineligible for PCM vacation reserve, the maximum bank of PTO (including vacation, paid leave, and other discretionary days) will cap at 6 weeks, and the allowable amount of paid time during the leave will be reduced accordingly for any vacation time already taken during the current appointment.

Once maximum PTO allowances have been exhausted, any additional time away from work must be unpaid unless the department and program grant and fund additional allowances.

Attachment 3: Determining Insurance Coverage During a Non-Military Leave



Attachment 4: Determining PTO Allowances Based on Leave Type



Attachment 5: Executing Leave of Absence Requests

Requests for Leave of Absence

- Leave requests must be submitted to the GME Office at least 60 days in advance, except in emergent situations.
- Together, program leadership and the resident will review anticipated beginning and end dates, available time off benefits, potential unpaid leave time, potential impact of leave on the training program, and potential plans for completing a training extension.
- GME will review the anticipated leave request dates, resident eligibility, available time off benefits, potential unpaid leave time, potential training extension, and insurance payments, if applicable. GME will request additional information, as necessary.
- GME will provide the resident with information regarding Qualifying Life Event benefits enrollment, if necessary.
- GME will notify the resident and program once final GME approval is confirmed.
- All requests are subject to additional review and approval, if necessary, by the Director of GME.

Responsibilities for Leave of Absence Execution and Closure

- The resident is responsible for the following:
 - Submitting the leave of absence request with the program with sufficient time to meet the 60-day GME submission deadline.
 - Communicating with the Program Coordinator and GME related to leave dates, including by providing notification at least 2 weeks in advance of their return to work date as well as with any changes.
- The Program Coordinator and Program Director are responsible for the following:
 - Consulting with the applicable Board(s) to assess the resident's compliance and to identify the potential need for a training extension.
 - Coordinating changes in leave dates with GME.
 - Initiating eDocs, if necessary:
 - Leave of Absence (LOA) eDoc with reason code "AWO" (Academic Leave Without Pay), effective on the **first** unpaid day of the leave.
 - Return to Duties (RTD) eDoc, effective on the **first** day the resident has returned to duties.
 - Confirming that leave information is correct upon the trainee's return.
 - Notifying GME if the additional time off will involve either unpaid dates or a lengthened training extension.
 - Verifying conditions of resident eligibility to be reinstated in his/her former position upon return from leave of absence.
 - Evaluating the resident's current competence for the level of training based on the requirements of ACMGE program requirements and individual ABMS specialty boards, and proposing remediation plans or training extensions, if necessary.
- GME is responsible for the following:
 - Maintaining documentation regarding leave dates and associated information.

- Reviewing leave for accuracy, policy compliance, and program approval; reviewing and approving eDocs; reviewing and approving the resident's payroll.
- Finalizing MedHub entries for leave dates, unpaid dates, training dates, and supporting documentation.

Attachment 6: Time Off and Leave Type Comparisons

Type of PTO (GME-defined)	Paid or unpaid?	Maximum # allowable paid days	Does this count towards maximum PTO allowance?	Does this count as time away from training re: board requirements?	When does this time bank "reset"?	MedHub Tracking	Documentation Requirements
Vacation	Paid	4 weeks / up to 28 days (20 weekdays + 8 weekend days)	Yes	Yes	Promotion/ Reappointment	Vacation	n/a
Administrative Leave [GME use only]	Paid / Unpaid	14 days before Vacation use required	Yes, starting Day 15	Yes, unless Board specifies otherwise	N/A	Leave of Absence	n/a - GME entry in MedHub
Caregiver Leave	Paid / Unpaid	42 days (6 weeks)*	Yes*	Yes	Promotion/ Reappointment	Leave of Absence	PCM Leave Form
Credentialing Leave	Unpaid	Leave continues until missing requirement is satisfied	N/A	Yes	N/A	Leave of Absence	n/a - GME entry in MedHub
Jury Duty	Paid	Duration of jury duty	No	Yes, unless Board specifies otherwise	N/A	Leave of Absence	n/a
Medical Leave	Paid / Unpaid	42 days (6 weeks)*	Yes*	Yes	Promotion/ Reappointment	Leave of Absence	PCM Leave Form
Military Leave	Paid / Unpaid	15 days	Yes, starting Day 16	Yes, unless Board specifies otherwise	Oct. 1	Leave of Absence	Written military orders
Parental Leave	Paid / Unpaid	42 days (6 weeks)*	Yes*	Yes	Promotion/ Reappointment	Leave of Absence	PCM Leave Form

*If the resident is eligible for PCM Reserve, total maximum PTO (inclusive of Leave and Vacation) increases to 56 days (8 weeks) for 2+ year training programs or 49 days (7 weeks) for 1 year training programs.

Usage of Program-defined PTO beyond GME allowances identified above is subject to the Program's Time Off Work Policy.

Type of PTO (Program-defined)	Paid or unpaid?	Maximum # allowable paid days	Count towards maximum PTO allowance?	Count as time away from training re: board requirements?	When does this time bank "reset"?	MedHub Tracking	Documentation Requirements
Bereavement	Paid / Unpaid	Varies by program	Yes, unless program specifies otherwise	Yes, unless Board specifies otherwise	Promotion/ Reappointment	Leave of Absence	Program Policy
Conferences/ Educational Seminars	Paid / Unpaid	Varies by program	No, unless # days taken exceeds program allowance	No, unless Board specifies otherwise	Promotion/ Reappointment	Conference (away)	Program Policy
Discretionary	Paid / Unpaid	Varies by program	Yes, unless program specifies otherwise	Yes, unless Board specifies otherwise	Promotion/ Reappointment	Leave of Absence	Program Policy
Holiday	Paid	Varies by program	Yes, unless program specifies otherwise	Yes, unless Board specifies otherwise	Promotion/ Reappointment	Leave of Absence	Program Policy
Interview days	Paid / Unpaid	Varies by program	No, unless # days taken exceeds program allowance	No, unless Board specifies otherwise	Promotion/ Reappointment	Leave of Absence	Program Policy
Personal Leave	Paid / Unpaid	Depends on circumstances; PD discretion	Yes	Yes	Promotion/ Reappointment	Leave of Absence	Program Policy
Sick days	Paid / Unpaid	Varies by program	Yes, unless program specifies otherwise	Yes, unless Board specifies otherwise	Promotion/ Reappointment	Sick Day	Program Policy
Wellness	Paid / Unpaid	Varies by program	Yes, unless program specifies otherwise	Yes, unless Board specifies otherwise	Promotion/ Reappointment	Leave of Absence	Program Policy

Attachment 7: Leave of Absence Examples

When the Parental/Caregiver/Medical leave and Vacation Reserve are “cleanly” executed, a trainee would take 6 weeks of paid leave and 1-2 weeks of vacation as outlined above (see [Parental, Caregiver, and Medical \(PCM\) Leaves and Vacation “Reserve”](#)). However, in application, a wide range of situations manifest, leaving room for confusion.

Important Caveat: GME policy and guidelines for the PCM Vacation Reserve ONLY pertain to time paid by GME, and it was written in an effort to facilitate trainees making use of ABMS recommendations for time away from training. Board eligibility and training extension determinations are 2 separate considerations from the amount of paid vacation available to trainees with qualifying PCM leaves.

Scenario 1 – Straightforward leave and vacation

Trainee took a 12-week parental leave in December but had not yet taken any vacation time during that PGY.

- Outcome:
 - In alignment with our policy, the trainee would take 6 weeks of paid leave and 6 weeks of unpaid leave.
 - When trainee returns to work, they are able to take up to 2 more weeks of vacation time before their current appointment (PGY) ends.
 - However, the intent is for this vacation reserve to be a separate block of time from their leave (meaning they couldn’t get paid for more than 6 weeks of their maternity leave). There are no restrictions on when/how the vacation is taken aside from that, provided the PD approves and the program’s time off policy allows for it.

Scenario 2 – Emergency medical leave with four weeks of vacation already scheduled

Trainee took 1 week of vacation in September and has scheduled vacation requests in April (1 week) and June 2 weeks). In October, trainee is hospitalized for 1 week and requires an additional week of recovery prior to returning to work.

- Outcome:
 - Trainee still takes April vacation.
 - Because the medical leave in October occurred for an approved qualifying event, the scheduled 2-week vacation in June can be considered an extension of the initial leave time. With director approval, these additional 2 weeks will be processed as paid LOA.

Scenario 3 – Two weeks of vacation taken before leave begins

Trainee took 2 weeks of vacation in August. Trainee has no other vacation requests for the current appointment year (PGY). Trainee requests 12-week parental leave to begin in December.

- Outcome:
 - 2-week vacation allowance has been exhausted in advance of the leave.
 - Trainee is still eligible for 6 weeks of paid leave, with the last 6 weeks unpaid.
 - No additional paid vacation or paid time away from training can be taken for the remainder of the appointment year.

Scenario 4 – Other types of leave aside from vacation impacting total available PTO

Trainee took one week of vacation in August. In December, trainee takes 5 wellness days in alignment with their program's PTO policy. Trainee requests a 12-week parental leave beginning in March.

- NOTE: In this case, we assume that the program policy tracks 7-day vacation weeks and does NOT allow for this time to be exempt from the annual PTO maximums.
 - Program policy must identify whether days of vacation are tracked in five- or seven-day weeks.
 - Unless program policy specifically states otherwise, all wellness days, sick days, personal days, bereavement, etc., (with the exception of board exams, interview days, and conference days allowed by the program) count towards the maximum amount of PTO that can be taken in a year.
- Outcome:
 - Because one week of vacation was already taken, and 5 wellness days were also taken, the trainee will have 2 additional vacation days available for use aside from the parental leave.
 - Trainee is still eligible for 6 weeks of paid leave, with the last 6 weeks unpaid.
 - After the last 2 days of vacation are exhausted, no additional paid vacation or paid time away from training can be taken for the remainder of the appointment year.

Scenario 5 – Two weeks of vacation taken before leave begins AND trainee has vacation already approved for after the leave

Trainee took 2 weeks of vacation in August and has 2 weeks of vacation already approved for June. Trainee also requests a 12-week parental leave beginning in December.

- Outcome:
 - Upon review of leave, we will give the trainee and program 3 options:
 - Cancel the June vacation and take 6 weeks of paid parental leave. The last 6 weeks of the parental leave would be unpaid as usual. No additional paid time off would be granted until after promotion/reappointment.
 - Keep the 2 weeks of paid vacation for June but reduce the duration of paid leave by 2 weeks. This would mean that only 4 weeks of the parental leave would be paid, then the last 8 weeks would be unpaid. Then the trainee would still take those last 2 weeks of vacation in June as previously approved. The 2 weeks of vacation would be considered as an extension of the leave of absence, and the trainee would most likely be responsible for insurance premiums during those last 2 weeks of vacation (see below section about insurance for more info).
 - Keep the vacation in June but take those weeks **unpaid**. This would provide the trainee with the full 6 weeks of pay during the parental leave, but we'd place them on unpaid status during the June vacation. In MedHub, we would change the vacation into an "LOA – Personal Leave" and designate it as unpaid. The trainee would most likely be responsible for insurance premiums during those last 2 weeks of vacation (see below for [Insurance Considerations](#) for more info)

- **GME strongly discourages this course of action since it requires additional administrative management that increases the potential for overpayment and other errors related to the additional eDocs required. Additionally, if any unforeseen circumstances occur requiring time off, this course of action could result in several LOA/RTD eDocs.**
- The leave and vacation time would be processed as agreed upon between the trainee, program/PD, and GME.
- If any time off needs to be taken aside from the leave and approved vacations, it would be processed as unpaid leave. Again, refer to the section about insurance for impact on insurance.

Scenario 6 – 4-week leave of absence, still wants vacation

Trainee takes 4 weeks parental leave in August and does not plan to take additional parental leave during the current PGY. However, the trainee wants to take additional vacation before the end of the current appointment year.

- Outcome:
 - The default assumption by the GME Office is that the trainee will use the PCM allowance during the first instance of taking a qualifying leave during their training. This would mean that the trainee can take up to 8 weeks away. While the “perfect” application of the policy outlines 6 weeks of paid leave + 2 weeks of vacation, there is some flexibility in how the 8 weeks of paid time is divided up.
 - Taking advantage of the PCM Vacation Reserve during this appointment year, the trainee’s parental leave exhausted 4 of the 8 possible weeks of paid time away, meaning the trainee could still take 4 weeks of vacation later in the year.
 - The trainee can elect to postpone using the PCM allowance for a future PGY but must communicate this to the program coordinator/GME as soon as possible (preferably before the leave is approved and confirmed by GME) to avoid possible overpayment. Opting out of the PCM for the current appointment would mean that the trainee would have 2 weeks of vacation still available instead of 4 (for a total of 6 weeks of paid time during the current year given the qualified leave).
 - If additional parental leave time would be needed later in the year, up to 2 weeks of the planned vacation time could be revoked and instead applied to another parental leave period. Regardless, the maximum of 6 weeks of paid leave time and 8 weeks total of paid time away from training would still apply.

Scenario 7 – Certification leave has already been taken, and trainee needs to take parental leave

Trainee is a J-1 visa holder in a three-year training program who was placed on a 4-week unpaid certification leave in July due to licensure delays. In December, the trainee requests a 12-week parental leave. No other vacation has been taken or requested during the current PGY.

- Outcome:

- The 4-week unpaid leave does NOT count towards the calculations for paid/unpaid status during the leave since it was already unpaid.
- This leaves the trainee a “clean slate” for paid leave time this appointment year, with the potential to take 6 weeks of paid parental leave, 6 weeks of unpaid parental leave, and 2 weeks of vacation.
- Because this trainee is a J-1 visa holder, the GME Office reports confirmed leave dates to ECFMG, as well as any associated training extension, as applicable.

Scenario 8 – Unexpected paid time for bereavement

Trainee is a J-1 visa holder who has taken 2 weeks of vacation in September and has a 2-week vacation scheduled for March. Their grandparent passes away in January, and the trainee must return to their home country for 2 weeks.

- Outcome:
 - Resident is not eligible to extend paid leave for 2 weeks for 2 reasons:
 - Bereavement is not a qualifying event.
 - Any LOA taken by a J-1 visa holder, whether paid or unpaid, must be pre-approved by the ECFMG via the GME Office.
 - Therefore, the 2 weeks PTO used in January consumes the resident’s remaining vacation benefit, and future vacation scheduled for March is rejected by the Program.

Scenario 9 – Leave of Absence crosses academic/appointment year

Trainee is an on-cycle PGY-2 trainee expected to promote to PGY-3 within the same program on July 1. The trainee takes a 12-week LOA beginning in June that spans the July 1 academic year turnover date and the trainee’s expected promotion date. The program director and CCC confirm that the resident has completed all PGY-2 requirements and requests that the GME Office promote the trainee effective July 1 while still on leave.

- Outcome:
 - Since the resident is on paid leave on July 1, the PGY-3 promotion is granted (via appropriate eDocs). All PTO time resets for the new appointment year effective July 1.
 - Had the resident been on unpaid leave as of the desired promotion date, the promotion could not be processed until the return from leave, with PTO resetting once promotion occurs.

Scenario 10 – FMLA eligibility reset date

Trainee was hired and began training on 07/01/2021 and promoted to PGY-2 from 07/01/2022-06/30/2023. The trainee took a qualifying parental leave in September 2022 that is FMLA-eligible and resulted in 31 days of training extension.

- Outcome:
 - The PGY-3 promotion date moves from 07/01/2023 to 08/01/2023.
 - The trainee will be eligible for another FMLA-covered leave beginning 07/01/2023 in alignment with the first day of employment (07/01/2021) and the first date of FMLA eligibility (07/01/2022).

Scenario 11 – Subsequent training programs’ impact on PCM reserve

Trainee matched into Categorical Neurology position for 4 years of training at IUSM (one year in preliminary medicine followed by three years of advanced Neurology training). Trainee has not taken or scheduled any vacation during the PGY-1 year and requests a 12-week parental leave in November.

- Outcome:
 - In alignment with GME policy, the trainee would take 6 weeks of paid leave and 6 weeks of unpaid leave.
 - When trainee returns to work, they are able to take up to 1 additional week of vacation time before the PGY-1 appointment in preliminary medicine training ends. This reserved vacation should be taken separate from the leave (meaning they couldn't get paid for more than 6 weeks of the parental leave). There are no restrictions on when/how the vacation is taken aside from that, provided the PD approves and the program's time off policy allows for it.
 - Upon promoting to PGY-2 Neurology training, since this is technically identified as a separate program for training certification and verification purposes, the trainee would be eligible for a 2-week PCM vacation reserve for a qualifying leave taken during Neurology training.
 - Since the resident matched into four years of IUSM GME training, the resident could opt for a 2-week PCM vacation reserve during the PGY-1 year with written documentation that the resident would forfeit any future vacation reserve through the duration of advanced Neurology training.

Scenario 12 – Multiple PCM leaves within a single training program

A five-year General Surgery trainee took a qualifying parental leave for 12 weeks during PGY-2 and utilized the 2-week PCM vacation reserve later that appointment year. Now a PGY-4, the trainee has 1-week vacations scheduled for December, March, May, and June. An urgent need requires the trainee to take a 6-week caregiver leave in November.

- Outcome:
 - In alignment with GME policy, the trainee is eligible for 6 weeks of paid leave.
 - Although the trainee has already utilized a 2-week PCM vacation reserve during the General Surgery PGY-2 year, the trainee is eligible for a second 2-week PCM vacation reserve due to the length of the program (5+ years).
 - Two of the scheduled four weeks of vacation will be paid.
 - The remaining two weeks of vacation will not be paid. Those vacations should either be cancelled or, with program approval, may be taken as unpaid time away from training (in MedHub, this would be entered as "LOA – Personal Leave" and designated unpaid).
 - The trainee could be responsible for insurance premiums during this unpaid time away from training (see below for [Insurance Considerations](#) for more info).
 - The program/department may supplement pay for the trainee to be able to take additional paid vacation beyond the 6-week leave.