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Owner Valerie Short:
GME Institutional
Coordinator

Area Graduate Medical
Education

Applicability The Guthrie Clinic
Locations (Excl.
Lourdes)

Leave for Post-Graduate Physician Trainee Policy

Applies to

Medical Education and Residency Programs

POLICY:

This policy applies to all physician resident and fellowship programs sponsored by Guthrie Robert Packer Hospital. **This policy does not apply to Pharmacy Residents.**

Throughout the educational experience, life events or educational challenges may warrant time away from residency training. Graduate Medical Education (GME) strives to accommodate the needs of our residents and fellows, in compliance with requirements of the Accreditation Council for Graduate Medical Education (ACGME), the American Osteopathic Association (AOA), and Guthrie Robert Packer Hospital.

As required by ACGME, residents and fellows are eligible for Personal leaves of absence for medical, parental, or caregiver issues, effective their first day of employment for a period of 6 weeks. Resident/Fellow leave will be paid 100% of their salary and benefits for the first six weeks of the first approved medical, parents, or caregiver leave of absence. Residents and fellows will also be eligible for an additional minimum of one additional week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken, if they have available Paid Time Off.

The ACGME leave of absence cannot be used intermittently over the course of the resident/fellow training program.

After a period of 6-months residents/fellows are then eligible for the typical Personal Leaves as

described in Human Resources Leave of Absence (including FMLA) the Guthrie Clinic Policy Section II <https://guthrie-system.policystat.com/policy/12115851/latest>, and after a year they are eligible for FMLA as detailed in Section I of the Human Resources Leave of Absence (including FMLA) the Guthrie Clinic Policy Section II <https://guthrie-system.policystat.com/policy/12115851/latest>.

Human resources will describe the process for submitting and approving requests for leaves of absence. The Medical Education department will provide information during new resident and fellow orientation.

It shall be the responsibility of the Designated Institutional Official (DIO), Associate Vice President (AVP) of Medical Education and the Residency Program Directors to review this policy annually and initiate changes when applicable in conjunction with the approval of the Graduate Medical Education Committee.

PROCEDURE:

When requesting time away, all residents and fellows will do so in accordance with their training program's Time Away Policy. Please also refer to Exhibit C of the House Staff employment contract for details regarding time away.

Leaves of absence may be requested for personal, medical/maternity, educational, or administrative purposes and are generated through the resident's advisor and/or program director. The program director will notify Graduate Medical Education as soon as an approved leave is requested by a resident or fellow, or by the program. The resident/fellow should be directed to Guthrie's insurance partner, Matrix, to submit their leave request by calling (877) 202-0055, or on-line at www.matrixabsence.com.

Any resident on a J-1 visa is required to submit a ECFMG Leave of Absence form to the AVP of Medical Education prior to commencement of leave.

At the discretion of the resident or fellow, and/or the program director, paid time off (PTO) may be used for a leave of absence. If PTO is used, insurance premiums continue to be paid as agreed upon at the time of employment. If there is no PTO remaining in the resident/fellow's account, or the resident, fellow or program requests leave without pay, the resident/fellow must make arrangements with Human Resources for payment of insurance premiums for the entire length of the leave of absence.

If time away exceeds the required educational time of the individual program Clinical Competency Committee or certification requirements, or the AOA, the resident's educational time and completion date of residency training may be extended to meet those requirements. Proposed extensions should be communicated to the DIO and Graduate Medical Education.

EMERGENCY MEDICINE:

The **ACGME** requires Emergency Medicine residents 36 months (3 years) of post-graduate training in an accredited program. In order to graduate from the program and become board eligible, the resident must satisfactorily complete all three years. In each post graduate year, 46 weeks of training must be completed. In accordance with the **American Board of Emergency Medicine (ABEM)** standards; leave, including sick and vacation time, should not exceed six weeks per academic year. Leave will not be accrued or transferable from year to year.

Leave that exceeds 36 months due to military service obligations can be reviewed individually for possible approval by **ABEM**.

Please refer to www.abem.org for further details.

FAMILY MEDICINE:

ACGME – Requires three years of post-graduate training in family medicine after graduation from medical school. The American Board of Family Medicine (ABFM) requires satisfactory completion of three years of training (a full 36 calendar months with 12 months in each of the G-1, G-2, and G-3 years) in a Family Medicine Residency Program accredited by the ACGME to be a candidate for the certification examination. Please refer to the Board's website at <http://www.theabfm.org> for further details.

The **ABFM** expects residents to be assigned to one Family Medicine Center (FMC) for all three years, but at least throughout the second and third years of training. Residents are expected to perform their duties as resident physicians for a minimum period of eleven months each calendar year. Therefore, absence from the program for vacation, illness, personal business, leave, etc., must not exceed a combined total of one (1) month per academic year.

Vacation periods may not accumulate from one year to another. Annual vacations must be taken in the year of the service for which the vacation is granted. No two vacation periods may be concurrent (e.g., last month of the PG-2 year and first month of the PG-3 year in sequence) and a resident does not have the option of reducing the total time required for residency (36 calendar months) by relinquishing vacation time.

The Board recognizes that vacation/leave policies vary from program to program and are the prerogative of the Program Director so long as they do not exceed the Board's time restriction.

Time away from the residency program for educational purposes, such as workshops or continuing medical education activities, are not counted in the general limitation on absences but should not exceed 5 days annually.

Osteopathic Residency:

The institution must publish its leave policy in the house staff manual. The **AOA Division of Postdoctoral Training/Trainee Services** must be notified in writing of the training extension, with copies to the **OPTI** and specialty college. All **AOA**-approved programs must offer a minimum of 10 business days (Monday through Friday) per contract year of vacation time and provide a maximum of 20 business days (Monday through Friday) per contract year of vacation, professional, sick or other leave as granted by the DME, unless such leave is designated by federal, state, or union regulations.

The DME/program director has the authority to extend the trainee (intern/resident) contract for a period of up to 3 months for leave, illness or remediation purposes without requesting approval for overlap of trainee numbers from the Specialty College and/or PTRC. Any overlap in excess of 3 months shall require advance approval and be reported to the AOA Division of Postdoctoral Training, specialty college(s) and OPTI.

GENERAL SURGERY:

ACGME – Requires satisfactory completion of five years of post-graduate training in surgery in an accredited program. **The American Board of Surgery (ABS)** requires satisfactory completion of a minimum of five years of progressive education in a program in surgery accredited by the **ACGME**. Candidates must complete 48 weeks in the capacity of Chief Resident in general surgery. The **Board** requires a total of 144 weeks of full-time surgical experience during the first 3 clinical years and 96 weeks during the last 2 years. Please refer to the Board's website at <http://www.absurgery.org> for further details.

General Requirements

Applicants for general surgery certification must acquire no fewer than 48 weeks of full-time clinical experience in each residency year. This is required regardless of the amount of operative experience obtained. No more than four weeks of time off is allowed per year; the sole exception is approved medical leave (next section). All time away from training, for vacation, interviews, visa issues, early departures for fellowships, etc., must be accounted for on the application for certification.

Leave During a Standard Five-Year Residency

For documented medical conditions that directly affect the individual (not family leave), the ABS will accept 142 weeks of training in the first three years of residency and 94 weeks in the last two years of residency. No approval is needed for this option.

All other arrangements beyond the standard medical leave described above require prior written approval from the ABS. Such requests may only be made by the program director and must be sent in writing by mail or fax (no emails) to the ABS office. Requests should include a complete schedule of the resident's training with calendar dates, including all leave time. Please refer to the Leave Policy on the Board's website at <http://www.absurgery.org> for further details.

INTERNAL MEDICINE RESIDENCY:

ACGME requires satisfactory completion of 36 months of graduate education in internal medicine.

The **American Board of Internal Medicine (ABIM)** requires satisfactory completion of 36 months of graduate medical education accredited by the **ACGME** by August 31 of the year of the examination. The 36 months of training must include a minimum of 12 months of accredited internal medicine training at each of the three levels: R-1, R-2, and R-3. Please refer to the **Board's website at <http://www.abim.org>** for further details.

Leave of Absence and Vacations

Up to one month per academic year is permitted for time away from training, which includes vacation, illness, parental or family leave, or pregnancy-related disabilities. Training must be extended to make up any absences exceeding one month per year of training. Vacation leave is essential and should not be

forfeited or postponed in any year of training and cannot be used to reduce the total required training period.

ABIM recognizes that leave policies vary from institution to institution and expects the program director to apply his/her local requirements within these guidelines to ensure trainees have completed the requisite period of training. ABIM views educational leave, which would include attendance at training-related seminars, courses, interviews for subsequent training positions, etc., as bona fide educational experiences or duties essential for the continuity of education from internal medicine to a subspecialty and, therefore, need not be counted as part of the one-month allocation for leave time in the academic year for purposes of tracking training time for ABIM.

Deficits in Required Training Time

For deficits of less than one month in required training time, **ABIM** will defer to the judgment of the program director and promotions or competency committee in determining the need for additional training. With program director attestation to **ABIM** that the trainee has achieved required competence, additional training time will not be required. Trainees cannot make a request to **ABIM** on their own behalf.

CARDIOVASCULAR FELLOWSHIP:

The Cardiovascular Fellowship requires satisfactory completion of 36 months of graduate medical education accredited by the **ACGME**. The 36 months of training must include a minimum of 12 months of accredited cardiovascular fellowship training at each of the three levels: PGY-4, PGY-5, and PGY-6.

For deficits of less than one month in required training time, ABIM will defer to the judgment of the program director and promotions or competency committee in determining the need for additional training. With program director attestation to ABIM that the trainee has achieved required competence, additional training time will not be required. Trainees cannot make a request to ABIM on their own behalf.

GASTROENTEROLOGY FELLOWSHIP:

The Gastroenterology Fellowship requires satisfactory completion of 36 months of graduate medical education accredited by the ACGME. The 36 months of training must include a minimum of 12 months of accredited gastroenterology fellowship training at each of the three levels: PGY-4, PGY-5, and PGY-6.

For deficits of less than one month in required training time, ABIM will defer to the judgment of the program director and promotions or competency committee in determining the need for additional training. With program director attestation to ABIM that the trainee has achieved required competence, additional training time will not be required. Trainees cannot make a request to ABIM on their own behalf.

Key Contact: Director, Medical Education

Related Documents:

Human Resources Leave of Absence (including FMLA) the Guthrie Clinic Policy

POLICY # RPH-D-761-08

All Revision Dates

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Approval Signatures

Step Description	Approver	Date
GME Committee	Valerie Short: GME Institutional Coordinator	1/24/2024
Administrative Leader	Dale Johnson: AVP, Medical Education	1/8/2024
	Valerie Short: GME Institutional Coordinator	12/7/2023

Applicability

Guthrie Corning Hospital, Guthrie Cortland Medical Center, Guthrie Medical Group, Guthrie Troy Community Hospital, Robert Packer Hospital, The Guthrie Clinic - Corporate