

Vascular Surgery Residency and Fellowship TIME OFF POLICY

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AMC Vascular Surgery Residents and Fellows are provided three weeks (15 weekdays) of paid vacation per year, and one week (5 weekdays) of paid time off to travel to attend academic conferences.

SUBMITTING TIME OFF REQUESTS (Vacation/Conference/Professional)

- Prior to any planned departures from the training program, a Time Away Request Form must be filled out and submitted to the residency coordinator for approval by the Program Director.
- All vacation, conference, and professional leave time off requests must be submitted at least 30 days in advance.
- Any changes to a previously approved request must be resubmitted to the Program Director for approval.
- No time off requests or changes should be considered approved until so notified by the residency coordinator.
- Appropriate coverage of the call schedule must be coordinated with the senior fellow and chief resident.

VACATION TIME:

Vacation time must be taken in three, separate one-week blocks (Monday through Friday).

**Unused vacation time cannot be carried over into the following year, and no additional salary will be paid in lieu of time not taken.*

All vacation time must be reported in Kronos and documented in duty hours reported to GME.

CONFERENCE TIME:

The Academic Coordinator currently handles all travel and conference arrangements for attendings, residents, and fellows.

As soon as your travel dates are known, please submit a time off request form to the residency coordinator for approval by your Program Director.

**Unused conference time cannot be carried over into the following year, and no additional salary will be paid in lieu of time not taken.*

All conference time must be documented in duty hours reported to GME.

PROFESSIONAL LEAVE:

House Staff in their final year of training (PGY-5, PGY-7) may be allotted up to 5 days total for professional interviews with advance notice and permission from their Program Director.

**No additional salary will be paid in lieu of Professional Leave not taken.*

NYS PAID SICK/SAFE LEAVE:

56 hours of Paid Sick Leave are available per year. Sick Leave must be used in 4-hour increments and may be arranged upon notice to the Program Director, in accordance with AMC and GME policy.

The permitted uses of NYS Paid Sick Leave are:

SICK LEAVE:

For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave; or

For the diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or need for medical diagnosis or preventive care.

SAFE LEAVE:

For an absence from work when the employee or employee's family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking.

**Unused Sick/Safe Leave cannot be carried over into the following year, and no additional salary will be paid in lieu of time not taken.*

All sick leave must be reported in Kronos and documented in duty hours reported to GME.

TIME OFF WHILE ON GENERAL SURGERY ROTATIONS

Any time off taken while on another service must be reported to the residency coordinator for entry into Kronos.

LEAVE OF ABSENCE (UNPAID)

A brief leave of absence for illness or personal reasons can be arranged with the Program Director. Formal and significant leave of absence must be arranged in advance with the GME Office and the Program Director.

All leaves of absences must be reported in Kronos.

FMLA – MATERNITY/PATERNITY LEAVE

FMLA is available. This is unpaid leave for a family medical situation or maternity/paternity leave. Benefits continue during this period. Paternity/Maternity Leave must be arranged in advance with the GME Office and the Program Director.

All FMLA time must be reported in Kronos.

WELLNESS DAYS

Residents and fellows receive one half-day per month (12 half-days per year/6 wellness days per year) to promote wellness and a healthy work/life balance.

Wellness half-days can be used Monday – Thursday (not Friday) to leave at noon (12 pm) and need to be coordinated with the senior fellow and listed on the call schedule for the next month to ensure there is sufficient coverage of the service.

RESTRICTIONS

- July vacation requests will not be approved.
- Incoming fellows may not take vacation in their first month (August).
- Holidays are working days for residents and fellows. If a resident or fellow wishes to be guaranteed holiday time off, it must be submitted as vacation. Not being scheduled for call is not a guarantee of time off from clinical duties.
- Terminal leave/early departure vacation requests for graduating residents or fellows will not be approved.

COVID-19 GUIDELINES

- You are responsible for planning your vacation and return to work dates to comply with all COVID-19 guidelines and AMC policies.
- All travel outside New York State is subject to any New York State Travel Advisory Guidelines.
- Make sure you are always aware of any changes to the COVID travel guidelines.
- The exemption for essential workers does not apply to international travel to Level 2 or 3 countries.
- Mandatory quarantine required after any non-essential travel is not eligible for paid time off. You will not be paid for the duration of your mandatory quarantine.

ABS REQUIREMENTS

ABS requires at least 48 weeks of full-time training experience per year. The 48 weeks per year may be averaged over several years (depending on PGY year) to accommodate extended leaves of absence (such as maternity/paternity/FMLA leave).

All time away from clinical activity, including Vacation Time, Paid Sick/Safe Leave and Professional Leave, must be accounted for on the application for certification.

Conference Time does not count as time away from training.

For additional information, please refer to: www.absurgery.org.

NOTE OF CAUTION:

The increase in *the types* of time off available does not change the ABS training requirements.

You cannot use 3 weeks of Vacation Time, 1 week of Conference Time, 56 hours of Sick Leave, and 5 days of Professional Leave (for senior trainees) and still meet the ABS 48-week training requirement.

If for any reason you need more than 4 weeks (20 days) away from clinical activity, you will have to arrange with the Program Director and GME to extend your training until you meet the ABS training requirements.