

# Tenet Healthcare GME

## Leave Policy

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ACGME

“IV.H.1. The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws. (Core)”

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Each resident/fellow receives annual paid leave to cover time off for vacation, sick, holiday or other time away from work. This collective amount of time off is called paid time off or PTO.

State laws differ as it relates to vacation and sick leave, your facility will provide details specific the training site.

### **Paid Time Off (PTO)**

PTO is not accrued, and the full amount is granted on the first day of the new academic year. Physician learners, including fellows, are provided four (4) weeks (20 working days) of paid time off per academic year. PTO cannot be carried forward to the next academic year and unused vacation will be forfeited at the graduation or termination of the training program and is not paid out, unless required by state law.

*\*\*Specifics defined by institution and program, see your sponsoring institution and program handbook for details.*

### **Holidays**

Due to the 24-hour nature of patient care, physician learners are not entitled to holiday leave. A Program Director may approve time off on a holiday for a resident who is rotating on a clinic or service that closes due to the holiday or may reassign the resident to another location. Please refer to your programs specific policies for holiday leave.

### **Religious Observations**

The GME programs conform to the operating schedules of the participating hospitals, clinics and other teaching sites that in some cases are open 24 hours a day, 365 days a year. Residents/Fellows involved with GME programs may be scheduled during any time the clinical teaching sites are open. The residency/fellowship programs will make attempts to accommodate religious observations for scheduling rotations and work assignments, however, no guarantees that such request will be granted. Additional considerations must include such requests not causing undue hardship to other learners' education.

### **Bereavement**

Residents/fellows are extended the benefit of up to three (3) paid bereavement leave days in the case of the death of immediate family members (spouse, grandparents, parents, children, grandchildren and siblings of the employee, or employee's spouse.) The program may request funeral arrangement details as part of the leave request. Any paid leave requests beyond the three (3) paid bereavement days, will require the use of the resident/fellows PTO.

### **Leave of Absents**

### **Parental Leave**

Residents/fellows may be granted up to six (6) weeks of parental leave for the birth or adoption of a child. The period of parental leave shall begin no more than two (2) weeks before the expected date of the child's arrival unless otherwise approved by the supervising physician and no later than twelve months after the arrival of the child.

### **Family and Medical Leave**

Family and medical leave is granted in accordance with the Family and Medical Leave Act (FMLA) and any of its amendments. This leave may be paid, unpaid or a combination of both paid and unpaid, depending on the circumstances of the leave and as specified in this policy. Any protected leave available under state and/or local law in compliance with that law and will run concurrently with FMLA if permitted.

To be eligible for FMLA, a resident/fellow must have worked in their program for at least one (1) year and/or have completed 1,250 hours prior to the commencement of the leave. The resident/fellow should discuss eligibility with the Human Resources Department.

FMLA 12-month period is counted as a rolling 12-month period measured backwards from the date of any previous leave of absents.

Every effort to reasonably accommodate the disabilities of employees who are released for duty from FMLA will be made as required by law.

### **ACGME Leave**

All Sponsoring Institutions will follow the ACGME requires for vacation and leave of absence.

Resident/fellow will be provided with 6 weeks of paid approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws, one time during the entirety of their program training, eligible starting the first day of employment.

This paid leave will exhaust all annual PTO, however, the resident/fellow will be provided 5 additional PTO days in this same academic year, to be used for wellness or vacation.

### **Extended Leave of Absents**

Extended leave is any leave extending beyond 12 weeks and is subject to review and approval by the training program and the facilities Human Resources.

### **LOA Pay and Benefits**

- FMLA (Family Medical Leave Act) protects employees' jobs up to 12 weeks during leave, but it does not guarantee salary.

- PTO, short term disability, long term disability and/or ACGME leave pay can be used during a leave of absents. When leaves of absents are taken, the resident/fellow must complete required paperwork and specify the pay options they would like to use based on their eligibility. Unless specified by the resident/fellow, leave of absents are unpaid.

- A continuation of health and disability insurance benefits for residents/fellows and their eligible dependents will be provided during any approved medical, parental, or caregiver leave(s) of absence.

- Each specialty's board have requirements for missed training that include PTO and combined leave away from training. Should the allowed cumulative leave time be exceeded, the resident/fellows will be required to extend the length of his/her training program and may impact eligibility to participate in examinations by the relevant certifying boards.

- Each ACGME-accredited program must provide its residents/fellows with accurate information

regarding the impact of an extended leave of absence and the resident's/fellow's eligibility to participate in the program's relevant certifying boards along with satisfactory completion of the program. Additionally, each program will describe the process for submitting and approving requests for leaves of absence.

- For one-year programs including Transitional Year, due to the length of training, an extended leave may impact the residents/fellows' ability to complete all training requirements on time and may also impact the start date of any categorical program that a TY resident Matches into.

- During any extension period, the resident/fellows shall receive appropriate salary and benefits for the level of training.

- Except as required by state or local law, PTO does not carry over to the next academic year and residents/fellows will not be paid out for unused time.

*This manual is used by residents/fellows who work in various states, the leave laws in a particular state or locality may differ from what is described below. The human resources (HR) leader at your facility, will provide the resident/fellow with state or local specific information.*