



<b>Title</b>	<b>Vacation and Leave Policy</b>
<b>Primary Reviewer</b>	John E. Delzell, Jr, MD, MSPH, Vice President and DIO
<b>Reviewer(s)</b>	GMEC

1. Select <b>ALL ENTITIES</b> that the document applies by placing an 'x' to the left of the entity.					
X	NGMC Gainesville-Braselton	NGMC Barrow	NGMC Lumpkin	NGMC Habersham	Braselton Ambulatory Surgery Center (ASC), LLC
	NGMC Gainesville Campus Only	NGMC Braselton Campus Only	Northeast Georgia Physicians Group	Georgia Heart Institute	NGHS Foundation
	NGHS Auxiliary	Northeast Georgia Health Partners	Hospice of NGMC	New Horizons -- LTC	HealtheConnection
	NGHS Corporate Department	NGHS Unified Medical Staff	Other: (specify)		
2. If <b>Department Specific Only</b> , list Department Name and Campus, if applicable to only one campus.					
X GME					
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	NGHS Board	NGMC Gainesville-Braselton Board	NGMC Barrow Board	NGMC Lumpkin Board	NGMC Habersham Board
	Georgia Heart Institute Board	Northeast Georgia Health Partners Network Board (CIN)	NGHS Foundation Board	NGPG Board	Braselton ASC Board

**Effective July 1, 2022**

**I. Purpose**

Northeast Georgia Medical Center (NGMC) has adopted the following policy to address resident vacation and leaves.

This policy addresses **ACGME Institutional Requirements: IV.A.3**. An applicant invited to interview for a resident/fellow position must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment to the ACGME-accredited program, either in effect at the time of the interview or that will be in effect at the time of his or her eventual appointment. **IV.B.3.a)** Information that is provided must include: stipends, benefits, professional liability coverage, and disability insurance accessible to resident/fellows; institutional polic(ies) for vacation and leaves of absence, including medical, parental, and caregiver leaves of absence; and health insurance accessible to residents/fellows and their eligible dependents.

**IV.H. Vacation and Leaves of Absence**

IV.H.1. The Sponsoring Institution must have a policy for vacation and other leaves of absence, consistent with applicable laws. This policy must provide residents/fellows with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at any time during an ACGME-accredited program, starting the day the resident/fellow is required to report; provide residents/fellows with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken; provide resident/fellows with a minimum of one 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; ensures the continuation of health and disability insurance benefits for resident/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence; describe the process for submitting and approving requests

for leaves of absence; be available for review by residents/fellows at all times; and, ensure that each of its ACGME-accredited programs provides its residents/fellows with accurate information regarding 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).

## **II. Definitions**

**Personal leave:** leave that is used by the resident for vacation, continuing medical education, bereavement, or FMLA

**Sick leave:** leave that is used by the resident for serious illness

**FMLA: Family and Medical Leave Act.** A federal law that allows employees to take unpaid leave for any of the following reasons: pregnancy or birth of a child, adoption of a child, care of a spouse, child or parent with a "serious health condition", or care of their own serious health condition.

**Bereavement leave:** leave granted in the event of the death of a member of the immediate family.

**Immediate family:** current spouse, domestic partner, parents, sister, brother, children, grandparents, grandchildren, current mother-in-law, current father-in-law, stepparents, stepbrothers, stepsisters, and stepchildren.

**Military leave:** leave that is authorized under the Uniformed Services Employment & Reemployment Act of 1994 and state law.

**Jury Duty:** leave that is granted to serve as a member of a jury or to serve as a subpoenaed witness.

## **Background**

Residents/fellows are entitled to leave with pay for the purpose of vacation and sick leave, during the training period July 1 through June 30, as described in this section.

The maximum time a resident or fellow can be away from a program in any given year is determined by the requirements of the specialty board involved. If specialty board regulations for vacation and sick leave accrual and usage differ from that outlined in this policy, the program director will provide the DIO written notice of the applicable specialty board regulation and seek approval for a modification of this policy.

## **III. Policy**

### **1. Personal Leave**

Residents are permitted fifteen (15) paid business days per academic year to be used as vacation/CME/sick days/board days/bereavement/FMLA or other personal leave.. Any absence in excess of 20 days during one academic year may increase length of training.

NGMC supports positive health behaviors in its trainees. Residents are expected to obtain a primary care provider and follow a lifestyle that promotes healthy behavior.

### **2. Time Lost from Residency**

Time lost from residency training must be made up according to the specifications of the Accreditation Council for Graduate Medical Education, Residency Review Committee for the Specialty, and at the discretion of the Program Director.

Most RRCs do not require reporting for any time less than 30 days, but any time beyond 30 days requires prior approval of the RRC and mandatory reporting since it affects the allowed number of residents in the program (program cap).

Remuneration for time off (beyond the specified paid vacation and health coverage) is not guaranteed and will be at the discretion of the Program Director. Requests for additional paid time off must be approved by the Office of Graduate Medical Education and the DIO.

If the leave taken exceeds that which is allowed by a program, the resident may be required to extend his/her training to fulfill Board requirements.

### **3. No Vacation Days**

There are certain days in the academic year during which residents are not permitted to request vacation time. This ensures that all residents are available on site for important program activities that cannot be re-scheduled.

These days have been highlighted on the master schedule and are not included on available vacation days on the master schedule. All residents should review the following dates. No vacations are allowed during these times.

- a. In-Training Exams
- b. OSCE's
- c. Orientation
- d. Resident Research Poster Competition

### **4. Bereavement Leave**

In the event of death of a member of your immediate family, you may be granted a Bereavement Leave of absence of up to three (3) normally scheduled consecutive days (maximum 24 hours) off with pay immediately following the death to arrange for and/or attend the funeral.

Please see policy-Bereavement Leave (Death Leave)

### **5. Family and Medical Leave Act**

NGMC residents who have been employed for at least twelve (12) months and have worked a minimum of 1250 hours during the previous twelve (12) months of employment are eligible to request Family and Medical Leave.

Residents may take Family and Medical Leave for:

- a. The birth of a child and in order to bond with or care for that child;
- b. The placement of a child with the employee for adoption or foster care;
- c. Care of a spouse, child or parent who has a "serious health condition";
- d. The employee's own "serious health condition" which make him/her unable to perform the functions of the job;
- e. Qualified exigencies that are the result of a covered service member being called to duty in the Armed Forces; or to care for a covered service member who is injured or becomes ill while on covered active duty

Please see policy-FMLA Leave

### **6. Medical, parental and caregiver leave of absence**

Residents/fellows are may receive up to six weeks of approved medical, parental, and caregiver leave of absence for qualifying reasons that are consistent with applicable laws once during an ACGME-accredited program starting the day the resident/fellow is required to report.

Residents may take medical, parental and caregiver leave for:

- a. the birth of a child and in order to bond with or care for that child;
- b. the placement of a child with the employee for adoption or foster care;
- c. care of a spouse, child or parent who has a "serious health condition";
- d. the employee's own "serious health condition" which make him/her unable to perform the functions of the job.

Residents may take one additional week of paid time off outside of the first six weeks of the first approved medical, parental, or caregiver leave of absence taken within the same academic year.

## **7. Military Leave**

Military Leave falls under the Uniformed Services Employment & Reemployment Act of 1994 (USERRA) and Georgia state law. NGMC complies with all military leave and Uniformed Services Employment and Reemployment Rights Act (USERRA) provisions as required by law.

## **8. Jury Duty**

Residents will be granted a paid Leave of Absence to serve on Jury Duty or to serve as a witness (if subpoenaed) for NGMC, provided that they give the Program reasonable advance notice of their obligation to serve. Residents called to Jury Duty or as a witness for NGMC may be eligible to receive their current rate of pay while on jury duty.

## **IV. PROCEDURE**

### **1. Personal Leave (vacation)**

1.1 Residents are required to notify the Program Coordinator and the appropriate program administrator in writing of all leave requests to determine eligibility. (see Leave Request Form).

1.2 The following rules should apply for all leave requests:

- a. Leave may NOT be taken during dates that are blocked on the schedule. See No Vacation Days.
- b. Residents must obtain prior approval in writing from the designated program administrator which should include all coverage arrangements prior to presenting their vacation request to the Program Coordinator.
- c. Any changes to vacations previously scheduled require approval from the program administrator. These change requests must be made a minimum of 6 weeks before the start of the earliest affected rotation.
- d. Leave will be granted and charged in one day increments for each workday of leave requested and approved.
- e. All residents must submit their vacation requests for the next academic year to the Program Coordinator or program administrator by the date set by the program. Failure to submit a request by the deadline will result in vacation being assigned at the discretion of the program coordinator/program administrator.

1.3 Hospital holidays are counted as part of the twelve months training of the residents. Residents will receive regular pay (versus holiday pay) for holidays. If you are on call during a holiday, you must complete your duty. Residents who are not on call or who are not required to be at work may have the day off at the discretion of the Program Director.

A holiday schedule may be enforced by the Chief Resident and Program Director and must be adhered to. Every effort will be made to ensure fair and just allocation of days off for holidays over the course of the training period.

Refer to Program Specific Manuals for additional information on leave requests.

### **2. Bereavement Leave**

See Bereavement Leave (Death Leave) Policy

### **3. Family and Medical Leave Act**

See Family and Medical Leave Compliance

3.1 NGMC employees who have been employed for at least twelve (12) months and have worked a minimum of 1250 hours during the previous twelve (12) months of employment are eligible to request Family and Medical Leave. Residents

with less than one year of service may request a leave of absence, however, the maximum amount of leave will not exceed six (6) weeks.

3.2 It is the employee's responsibility to timely notify the leave of absence administrator "Unum" 800-445-0402 and Program Coordinator of their request for Family and Medical Leave and to complete the required paperwork. Requests for Family and Medical Leave should be made at least thirty (30) days in advance for foreseeable events, or as soon as possible for unforeseeable events.

Residents are to follow the procedures defined in the FMLA Leave Policy

#### **4. Medical, Parental, or caregiver Leave of Absence**

4.1 Residents/fellows who wish to take a one-time paid leave of absence must fill out the Request for Leave of Absence form and submit to the Program Coordinator, Program Director and Director of Graduate Medical Education for review and approval

4.2 Approval is based on requirements in Section 7 of this policy.

4.3 Previously approved leave for the academic year more than 1 week outside of requested leave of absence may be removed.

4.4 If the leave taken exceeds that which is allowed by a program, the resident may be required to extend his/her training to fulfill Board requirements.

4.5. Medical, parental and caregiver leave runs concurrently with an approved family and medical leave when a resident qualifies for both types of leave.

4.6 Medical, parental and caregiver leave is required to be taken in one leave period unless approved by program director and GME office.

4.7 Changes to original leave request must be re-submitted on a new leave form and is subject to approval by the program director and GME office.

#### **5. Military Leave**

5.1 See the Military LOA section of the Leave of Absence Policy  
5.2 Employees should consult with Human Resource Representative regarding the requirements and availability of military leave.

#### **6. Sick Leave**

NGMC supports positive health behaviors in its trainees. Residents are expected to obtain a primary care provider and follow a lifestyle that promotes healthy behavior.

##### **6.1 Unexpected sick leave**

Each Program has its own process for notification of the Program Director, Program Coordinator, and Chief Residents for any unexpected sick days. This process should be followed for all unexpected or unplanned absences.

Contact your program coordinator and supervising physician soon as possible when you have an unplanned absence from work. In the event that the illness precludes work for two or more consecutive days, a physician's note may be requested by the Program Coordinator to be submitted to Employee Health. The Office of Graduate Medical Education has the right to require a doctor's note for all illnesses.

If the absence is greater than 72 hours or requires hospitalization, the resident will have to be cleared by Employee Health prior to returning to work.

Failure to notify the program coordinator and supervising physician will result in disciplinary action by Program Director

## 6.2 Planned sick leave

In the event that a resident has a planned sick leave (hospitalization, surgery, medical treatment, pregnancy), the resident should submit a leave form as soon as possible.

If the leave taken exceeds that which is allowed by a program, the resident may be required to extend his/her training to fulfill Board requirements. Time lost from residency training must be made up according to the specifications of the Accreditation Council for Graduate Medical Education, Residency Review Committee for the Specialty, and at the discretion of the Program Director.

**Related Policies:**      **Leave policies**  
                                 **Clearance for Duty/Return to Work policy**