

Policy Title and Number: Leave Time**Original Date:** November 2009**GMEC Endorsed:** November 2009**Next Revision Date:** November 2011
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PURPOSE

To clarify the types and amounts of leave time generally available to graduate medical education trainees.

PROCEDURE**Approved Leave**

Approved leave includes the following categories: vacation, sick, specialty meetings and seminars (including paper/publication presentations), jury duty, military reserves, board and licensure exams, standard and elective rotations away from UT Southwestern Medical Center premises, and funeral leave (for spouse, children, mother, father, brother, sister, mother-in-law, father-in-law, grandmother, grandfather). Resident should contact the Chief Residents to request professional, parental and/or sick leave. All scheduled leave must be approved by the Program Director.

Vacation Leave

Vacation benefits for house staff physicians are granted as per the employer (see employer for specific details). In general, the rate of ten (10) days with pay for PGY I residents and fifteen (15) days with pay for all other PGY levels. Vacation is scheduled by the program director. Vacation request form(s) must be submitted to the Program Director's office, 30 days prior to the requested vacation leave. All vacation benefits must be taken within the current contract agreement year. Unused vacation benefits will not be paid upon termination.

Sick Leave

Up to ten (10) days with pay is allowed. Sick leave pay shall be granted only in cases of actual illness. Time taken off must be cleared with the program director. The hospital GME Office must be notified when a house staff is on sick leave. House staff may not use sick leave during their last ten (10) work days unless a physician statement is provided. Information on use of short and long term disability to cover sick leave/temporary disability (maternity leave inclusive) should be referred to the Benefits Program sections. Issues related to compensating for leave of absence time (to fulfill specialty board requirements) will be resolved by the house staff and the program director. Unused sick leave will not be paid upon termination.

Maternity/Paternity Leave

Maternity/ Paternity leave is provided under the Family Medical Leave Act and allows for up to 12 weeks unpaid leave for the birth or adoption of a child. Requests for maternity/paternity leave must be submitted to Program Director and the hospital GME office as soon as possible after the house staff begins maternity/paternity leave (preferably within one week). The hospital GME office needs a memo from the program director including the beginning date of leave, the expected return date, and the type of leave that will be utilized (i.e., vacation, sick, LOA). The memo must include the number of days allowed for each type of leave. Once the house staff has utilized all available vacation and sick days, he/she will become LOA without pay and will be removed from payroll.

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides up to twelve weeks of unpaid job-protected leave to eligible house staff for certain family and medical reasons. To be eligible for FMLA, a house staff must have been employed for at least one year and have worked at least 1,250 hours during the previous twelve months. The FMLA provides leave to care for a new-born child or a child placed in the house staff's home for adoption or foster care; to care for a house staff's parent, spouse, son or daughter with a personal serious health condition; or for a serious personal health condition which prevents the house staff from performing his or her job. House staff are eligible for family leave provisions.