


Policy Title: Revised Physician Resident Paid Time Off (PTO) Guidelines

Original Date: December 16, 2010

GMEC Endorsed: January 2011

Next Revision Date: January 2013

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Each fiscal year, House Staff physicians will be provided 25 days PTO to be used for coverage of vacation, holiday and sick time. A maximum of 15 PTO days may be approved for vacation and holiday. The remaining 10 PTO days are available exclusively for unscheduled absences (e.g., sick time). All PTO requests must be approved by the program director prior to usage.

Additional Uses

Final Year of Training: Residents in their final year of training may use up to 5 days PTO (from the unscheduled absence portion) to:

- attend an educational conferences (provided that they have funds available in their educational funds account) or
- interview for jobs and/or fellowships.

Reporting related to Holidays

Automatic Deduction for Holidays: As a default, each resident will be charged a PTO day for every recognized holiday. As such, residency programs must notify their timekeeper in advance if PTO should be removed.

Clinic Holiday Closings: Since resident work schedules conform to clinic schedules, residents will not be required to use PTO for clinic holiday closings unless the date falls within an approved vacation. See required action under "Automatic Deduction for Holiday."

Reporting related to Holidays (cont'd)

Seton Holiday Schedule: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, Good Friday (Starting at Noon).

Reminders

Residents will not accrue PTO, instead PTO hours will be preloaded on or near the pay period closest to July 1st. Residents that are hired during the middle of a fiscal year will have their preload prorated. Remaining PTO hours will not be carried over from one fiscal year to the next. Additionally, PTO hours may not be sold or donated. Any remaining PTO hours will not be paid out upon termination or graduation. PTO is not used for bereavement, jury duty or an approved unpaid leave of absence.

USMLE and Board Examinations: Residents will not be required to use PTO when sitting for board examinations or Step III of the United States Medical Licensing Examinations (USMLE).

CME: Residents will not be required to use PTO when presenting at conferences. However, in these instances, residents are limited to 3 working days; any time thereafter must be taken as PTO.