



OPERATING POLICY

DEPARTMENT: GRADUATE MEDICAL EDUCATION

CODE: GMEC-21

CATEGORY: GRADUATE MEDICAL EDUCATION

EFFECTIVE: 11/2016

REPLACES: 1/14/2013

**SUBJECT: LEAVE ALLOWANCES (Vacation, Holidays,
Sick Leave, Funeral Leave, Jury Duty, and
Maternity/Paternity Leave)**

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This policy applies to all residents (physicians and dentists appointed to and functioning in Graduate Medical Education (GME) programs accredited by the ACGME) and clinical fellows (physicians and dentists appointed to and functioning in GME programs not accredited by the ACGME) in programs sponsored by Loma Linda University Health Education Consortium (Consortium) and to other residents and clinical fellows under the supervision of the Loma Linda University Health Education Consortium's Graduate Medical Education Committee.

- 1) **LEGISLATED LEAVE:** Refer to Policy I-69 for information concerning all legislated leaves.
 - a. All leave provisions and allowances are based upon a twelve-month training agreement and are prorated for training agreements of a shorter period.
 - b. Leave is counted for Monday-Friday days only and is granted at the discretion of the Program Director or Chief of Service.
 - c. The Program Director will determine how much, if any, time must be made up in order to be in compliance with the Accreditation Council for Graduate Medical Education (ACGME) and individual board requirements.

- 2) **PAID LEAVE (Vacation):** The following paid leave allowances are provided for residents and must be taken during each training agreement year; there is no automatic provision for carry-over of paid leave time.

HIRE DATE	DESCRIPTION	PAID LEAVE DAYS ALLOWED
First year employed by the Consortium	Initial year employed as a resident physician or fellow by the Consortium (regardless of training level)	3 weeks: 15 Monday-Friday days
Each subsequent year or training and employment by the Consortium	Residents and fellows who are currently employed by the Consortium or LLUH residents who continue in a LLUH fellowship training program will receive four (4) weeks of paid leave per academic year.	4 weeks: 20 Monday-Friday days

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- a. PGY-2 through PGY-8 residents who are newly hired and beginning training at LLUH for the first time will officially begin employment on the second Monday of July and will advance to the next year of training on July 1st of the following year.
 - b. Residents who are transferring to LLUH from another institution are advised to use COBRA to extend health insurance and disability coverage for the period of time prior to their official LLUH hire date.
 - c. Request for paid leave (vacation) must be requested from the Program regardless of which facility the resident is assigned to at the time of leave. Vacation time involving affiliate institutions must be arranged on a timely basis with the affiliating institution attending staff.
 - d. Leave is not allowed during the first or last month of the training program.
 - e. Arrangements for leave time should be made at least three months prior to the time for beginning the requested leave time; however, compliance with individual residency program requirements and deadlines is expected.
 - f. Exceptions to any of the above provisions may be made only at the sole and absolute discretion of the GME Director and/or Designated Institutional Official.
- 3) **DAYS OFF:** Residents are to have four 24-hour periods (one day in seven) free of patient care responsibilities each month, averaged over four weeks. During months with legal holidays, i.e. January, February, May, July, September, November and December, residents will have one additional day off for a total of five days off duty. During the month of November, because there are two official holidays, the resident may have five days off during October and five days off during November, or four days in October and six days in November - at the discretion of the Attending Physician and/or Program Director.
- 4) **SICK LEAVE:** Residents are provided with ten (10) Monday-Friday days of paid sick leave.
- a. Residents must notify the assigned service and the Program Director's Office if they are unable to work due to illness.
 - b. Residents are responsible for keeping their residency/department aware of their status.
 - c. The Program Director will determine whether sick leave used will have to be made up, in compliance with program and Board requirements.
- 5) **FUNERAL LEAVE:** Three (3) regularly scheduled workdays off with pay for funeral leave will be granted in case of a death in the resident's immediate family.
- a. "Immediate family" is defined as parents, spouse, children, stepchildren, siblings, grandparents, grandchildren, father-in-law, and mother-in-law.
 - b. Resident must notify the Program Director's Office and the GME Office in the event funeral leave is required.

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- 6) **JURY DUTY:** The Consortium continues compensation for up to 15 days per calendar year, provided court verification of jury duty services is provided to the GME Office.

- 7) **MATERNITY LEAVE:** Refer to Policy I-69 for information concerning all legislated leaves.
 - a. The Program Director will determine whether time off for maternity leave will have to be made up, in compliance with program and Board requirements.
 - b. The Resident must inform the Program Director of anticipated delivery within six months prior to expected delivery to allow program to plan for residents' absence to minimize disruption to the program.

- 8) **PATERNITY LEAVE:** Residents may use one week (5 Monday-Friday days) of sick leave for "paternity leave" provided there is available sick leave. If no sick leave is available, vacation time may be used. If there is no vacation time available, the Resident may take off one week without pay.
 - a. Paternity Leave begins on the day of delivery, or as arranged with the department and program director.
 - b. Resident must inform Program Director of anticipated delivery within six months prior to delivery to allow program to plan for resident's absence to minimize disruption to the program.

- 9) All leave outside of regular vacation time or approved departmental time out may need to be made up. The Program Director will determine whether time off will have to be made up, in compliance with program and Board requirements.

APPROVED: Daniel Giang; Marilyn Houghton