

GME 07 / GPR 31

POLICY:

Leaves of Absences for Residents & Fellows

RESPONSIBLE DEPARTMENT:


- Administration
- Family Medicine Asheville
 - Addiction Medicine Fellowship
 - Sports Medicine Fellowship
- Family Medicine Boone
 - Sports Medicine Fellowship
- Family Medicine Hendersonville
- Gen Practice Dental Residency
- General Surgery
 - Critical Care Surgery Fellowship
- Internal Medicine
- Obstetrics and Gynecology
 - Maternal Fetal Medicine Fellowship
- Psychiatry
 - Child & Adolescent Fellowship
 - Consultation-Liaison Fellowship
- Transitional Year

APPROVED BY:

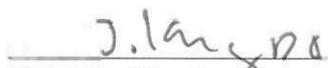
 11-15-21
 _____ Date
 CEO

 7/21/21
 _____ Date
 Designated Institutional Official
 Graduate Medical Education

 7/21/21
 _____ Date
 Program Director
 Family Medicine Residency - Asheville

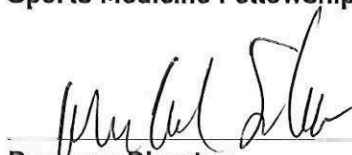
 10/20/21
 _____ Date
 Program Director
 Family Medicine - Boone

 8/13/21
 _____ Date
 Program Director
 Family Medicine - Hendersonville

 7/29/2021
 _____ Date
 Program Director
 Sports Medicine Fellowship - Asheville

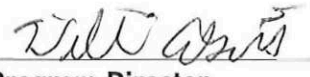
 10-21-21
 _____ Date
 Program Director
 Sports Medicine Fellowship - Boone

 9/3/21
 _____ Date
 Program Director
 Addiction Medicine Fellowship

 8/2/21
 _____ Date
 Program Director
 General Surgery Residency

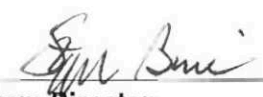
 8/13/21
Program Director Date
Critical Care Surgery Fellowship


 9/30/21
Program Director Date
Internal Medicine Residency


 9/30/2021
Program Director Date
Obstetrics & Gynecology Residency

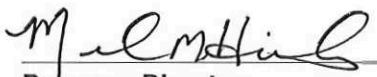
 10/6/21
Program Director Date
Maternal Fetal Medicine Fellowship

 7.24.21
Program Director Date
General Practice Dental Residency

 8/10/21
Program Director Date
Psychiatry Residency

 10/12/21
Program Director Date
Child & Adolescent Psychiatry Fellowship

 M/Son 9/7/21
Program Director Date
Consultation-Liaison Psychiatry Fellowship

 9/21/21
Program Director Date
Transitional Year Residency

PURPOSE: To ensure that all of MAHEC's Graduate Medical and Dental Education (GME) programs meet or exceed the Institutional Requirements and Program Requirements of the Accreditation Council for Graduate Medical Education (ACGME), the Commission on Dental Accreditation (CODA), and the ACGME Institutional and Residency Review Committees (IRC and RRC) regarding absences for all residents/fellows.

The policy also includes adherence to MAHEC's employment policies and benefits and the policies set forth by the American Board of Family Medicine, American Board of Obstetrics and Gynecology, Commission on Dental Accreditation, American Board of Surgery, American Board of Internal Medicine and the American Board of Psychiatry and Neurology.

The Program Directors in consultation with the GME Office & Talent Management (TM) will be responsible for maintaining this policy and reporting to the MAHEC Graduate Medical Education Committee (GMEC) for oversight.

POLICY:

Documentation of a resident's/fellow's absences will be maintained by the programs and reviewed periodically by the GMEC. Talent Management may require that specific forms be used for documentation. Every absence from the program will be documented, and the programs will monitor the totals to determine if there is a need to extend a resident's/fellow's completion date in order to maintain their board eligibility as outlined below.

American Board of Family Medicine

The board requirements for certification in Family Medicine can be found [here](#).

Commission on Dental Accreditation

The board requirements for certification in General Practice Dental can be found [here](#).

American Board of Surgery

The board requirements for certification in Surgery can be found [here](#).

American Board of Internal Medicine

The board requirements for certification in Internal Medicine can be found [here](#).

American Board of Obstetrics and Gynecology

The board requirements for certification in Obstetrics and Gynecology can be found [here](#).

American Board of Psychiatry and Neurology

The board requirement for certification in Psychiatry can be found [here](#).

Outlined below are the leaves of absence or time away from the program allowed by MAHEC. However, time away from the residency program in accordance with these policies may exceed the guidelines set out by each specialty's certifying board. This will result in the need to extend the length of the residency program in order to qualify for specialty or sub-specialty board certification. Consultation with the Program Director and the GME Office is required prior to all residents/fellows taking any sort of leave.

This policy applies to all contracted residents and fellows employed by MAHEC in an ACGME accredited program.

- PGY-1 and PGY-2 residents will receive 10 paid days off (PTO) days annually.
- PGY-3, PGY-4 and PGY-5 residents will receive 15 PTO days annually.
- Fellows are classified under the PGY-4 year for the purpose of PTO.

Responsibility

This policy is maintained by the Graduate Medical Education (GME) Office.

Definitions

Leave: Leave that allows for time away from resident/fellow work which occurs during regularly scheduled hours (Monday through Friday).

Holiday Leave: Residents/fellows earn ten (10) Holidays per year per MAHEC organizational policy. The holidays are front loaded at the beginning of the contracted year.

Extended Leave: Extended Leave is time taken away from resident/fellow training beyond thirty (30) days of earned PTO and holiday accrual per year. Extended Leave is not paid time.

Educational Leave: Residents/fellows can take approved leave to engage in educational activities that typically occur outside of MAHEC. These activities may include attending regional and national meetings and participation in global health activities. This leave does not count against PTO or sick time.

Sick Leave: Residents/fellows earn nine (9) Sick leave days per year. Sick Leave is paid absence from scheduled work for reason of illness or injury.

V. General

1. Travel arrangements should not be made before the request is approved by the Program Director.
2. Leave must be taken or used during the contract year.
3. No two leave/PTO periods may be concurrent (e.g., last month of the PGY-2 year and first month of the PGY-3 year in sequence).
4. PTO cannot be used to reduce the length of the residency/fellowship program.
5. The resident/fellow is responsible for requesting time off in advance. Requests to have the weekend preceding the start of PTO off must be submitted to the Chief Resident(s) and the Program Director.
6. Due to staffing constraints, PTO requests may be denied on certain rotations. These rotations may vary from year to year. The Program Administrator can provide this information to the resident/fellow.
7. Approval for PTO use requests are generally awarded on a seniority basis based on PGY year and the constraints of staffing on services is a factor taken into consideration. However, every effort will be made to honor as many specific requests as possible.
8. Senior residents planning to use Educational Leave to attend a meeting (i.e. a conference or research presentation), should request this time off as far in advance as possible to avoid having more than one resident away while on the same service rotation
 - If requests for Educational Leave are not received and built into the schedule at the time PTO requests are made, it may not be possible to grant the time away due to scheduling conflicts or constraints.
9. The Program Director may take into consideration aspects of a resident's or fellow's professionalism when making decisions concerning leave requests, particularly when a conflict between requests arises. Such considerations include, but not limited to, duty hour

logging compliance, case logging compliance, conference attendance and preparation, and program performance.

10. Per ACGME guidelines any days away from the program other than approved PTO days, holidays, sick days or educational leave are deducted from leave balance.

11. Extended Leave

The minimum amount of training time during the contract year is defined for residencies and fellowships by the Accreditation Council on Graduate Medical Education (ACGME) Program Requirements or by the requirements of relevant certification boards. In the case where any such requirements relative to a particular MAHEC residency or fellowship program are not specific, the allowable combined total PTO, Sick Leave, and any additional Sick Leave taken during the contract year shall be 1 month (30 days). For combined leave totals that exceed this amount, residents or fellows shall be permitted to make up the excess amount or to have their program extended by an equivalent amount of time to meet the requirements of their residency or fellowship program; however, for some programs, such an extension of program time may require the approval of the ACGME Residency Review Committee for the program.

12. Holidays

Due to hospital coverage and rotations, residents/fellows do not follow the same set MAHEC Holidays and Building Closure Guidelines as other MAHEC employees. The programs are responsible for evenly distributing work hours during holiday times and documenting when holiday time is taken and is in compliance with Institutional and Program Requirements for duty hours. Under no circumstances will Holiday Leave be subject to payout upon separation from employment.

13. Resident Travel for Interviews

The GME Office recognizes that travel related to interviews for Fellowships or post-Residency employment is necessary. This type of travel will result in absences from clinical duties which impact the entire residency. The following conditions must be met before such travel will be approved.

- Time away from clinical duties will be minimized.
- The costs of these interviews will be borne by the individual resident/fellow.
- Total time spent at interviews or for professional development (meetings, other presentations) is considered educational and not PTO time.

14. Authorization for Travel related to the Residency/Fellowship Program: Absences from clinical duties must be approved by using the Prior Approval Travel Form (see attached).

- If the absence is an international/elective rotation the resident/fellow must consult with the Program Administrator and GME office at least 90 days prior to the rotation.
- Elective and International rotation forms must be completed through New Innovations.
- Educational travel must be approved by the Program Director.
- The resident/fellow must complete a Prior Approval Travel Form and have approval by the Program Director before any travel arrangements are booked. The Program Administrator will provide the appropriate forms completed.

For further explanation of resident/fellow time off please reference section 3.21 in the Resident Physician Manual.

Effective: March 30, 1995

Reviewed: April 1, 2021