



Policy #8 PERSONAL TIME-OFF (PTO)

PURPOSE

The Graduate Medical Education Committee (GMEC) has outlined types of personal time off (PTO) available to trainees within Virginia Mason Franciscan Health Saint Michaels Medical Center (SMMC) Graduate Medical Education (GME) programs. Scheduling requirements within the Family Medicine Program necessitate guidelines that are more restrictive than outlined in the Institutional Policy.

- Residents must comply with GMEC, SMMC, American Board of Family Medicine (ABFM) and program requirements for requesting and reporting the use of personal time off and other leaves of absence.
- When the need/desire for the PTO is foreseeable, the request should be submitted by the time the request option for a rotation schedule closes.
- When the need for the leave is unforeseeable, the request should be submitted as soon as possible.

ABFM VACATION, ILLNESS AND SHORT-TERM ABSENCE GUIDELINES FOR PROGRAMS

Residents are expected to perform their duties as resident physicians for a minimum period of eleven months each calendar year. Therefore, absence from the program for vacation, illness, personal business, leave, etc., must not exceed a combined total of one (1) month per academic year. The ABFM defines one month as 21 working days or 30 calendar days.

Vacation periods may not accumulate from one year to another. Annual vacations must be taken in the year of the service for which the vacation is granted. No two vacation periods may be concurrent (e.g., last month of the G-2 year and first month of the G-3 year in sequence) and a resident does not have the option of reducing the total time required for residency (36 calendar months) by relinquishing vacation time.

The Board recognizes that vacation/leave policies vary from program to program and are the prerogative of the Program Director so long as they do not exceed the Board's time restriction. Time away from the residency program for educational purposes, such as workshops or continuing medical education activities, are not counted in the general limitation on absences but should not exceed 5 days annually.

Absence from residency education, in excess of one month within the academic year (G-1, G-2 or G-3 year) must be made up before the resident advances to the next training level, and the time must be added to the projected date of completion of the required 36 months of

training. Absence from the residency, exclusive of the one month vacation/sick time, may interrupt continuity of patient care for a maximum of three (3) months in each of the G-2 and G-3 years of training.

PROCEDURE

The Program Director must provide residents with a written statement regarding the effect of leaves of absence, for any reason, on satisfying the requirements of their Residency Review Committee and/or Specialty Board for completion of a residency program, as well as information relating to access to eligibility for certification by the relevant certifying board. Should any approved leaves compromise the necessary time for certification, the Resident will receive additional training sufficient to meet certification requirements. During such additional training, the Resident will continue to receive stipend and fringe benefits at the level of the year of training the Resident is completing.

It is the responsibility of the Program Director and the head of the clinical service to which the Resident is assigned to assure that appropriate coverage by colleague residents and/or faculty of the respective departments is provided as required during the Resident's leave of absence.

- I. Personal Time Off (PTO):
 - a. Residents will receive twenty-eight (28) days of paid PTO per academic year to be broken down as twenty (20) business days and the associated eight (8) weekend days.
 - b. Unused PTO shall lapse at the expiration of each appointment period (June 30 of each academic year).
 - c. It is the responsibility of the Program Coordinator/Master Scheduler to coordinate and communicate the planned time away with each affiliated training site that may be affected.
 - d. All reasonable requests shall be accommodated for residents in good academic standing; but the Program may, at its discretion, limit available dates for PTO, exclude vacation during specified rotations, and place limits on the amount of vacation taken at any one time in order to comply with applicable ACGME Training Requirements.
 - e. PTO includes bereavement leave and sick leave.

II. Educational Leave:

- a. Residents in good academic standing will be granted 3 (three) days of paid education leave in their first year and 5 (five) days of paid education leave in the second and third year. Approvable options include:
 - i. attend specialty sponsored society meetings and other conferences;
 - ii. to present research or other scholarly work at national or international meetings;
 - iii. to participate in other activities related to their educational program.
- b. Educational leave must be requested by the closure of the rotation schedule request option.
- c. Educational leave is granted at the discretion of the Program Director.
- d. Unused Educational Leave is not transferred at the end of each 12 month appointment.

III. Scheduling Personal Time Off and Educational Leave

- a. Available time away by Post-Graduate Training Year and Rotation

	R1	R2	R3
Scheduled PTO: determined by the program and part of the block schedule	3 weeks	3 weeks	3 weeks
Flexible PTO (includes bereavement leave and sick leave): selected by the resident per guidelines below	5 workdays 2 weekend days	5 workdays 2 weekend days	5 workdays 2 weekend days
Educational Leave	3 days	5 days	5 days

Rotation Limitations For Personal Time Away

	Rotations	Time Away <u>NOT</u> allowed	Up to 2 workdays and 2 weekend days allowed (4 days total)	1 week block allowed
R1	Emergency Medicine FM Hospital Hospital Medicine x3 Longitudinal Intro Month Obstetrics x2 Palliative Care (2w) Radiology (2w)	<input checked="" type="checkbox"/>		
	Ambulatory Pediatrics General Surgery Orthopedics Ambulatory FM			<input checked="" type="checkbox"/>
R2	Addiction Medicine (2w) Ambulatory Pediatrics (2w) Inpatient Cardiology (2w) FM Hospital (2w) Hospital Medicine (6w) Inpatient Pediatrics (4w) Obstetrics (4w) Outpatient Cardiology (2w) Night float (3w) Pain Clinic (2w) Elective/Selective (if 2w)	<input checked="" type="checkbox"/>		
	MICU (Amb FM week only)		<input checked="" type="checkbox"/>	
	Ambulatory FM x2 Dermatology Elective/Selective (if 4w)			<input checked="" type="checkbox"/>
R3	Emergency Medicine (2w) Hospital Medicine Night float Pediatrics ER Amb Peds (2w) FM Hospital (2w) Radiology (2w) Elective/Selective (if 2w)	<input checked="" type="checkbox"/>		
	Neurology (2w) Ophthalmology (2w) Urology (2w) ENT (2w)		<input checked="" type="checkbox"/> *Intended for interviews	
	Ambulatory FM x2 Elective/Selective (if 4w) Gynecology			<input checked="" type="checkbox"/>

*If CME is requested during a rotation that does not allow time away, it must be approved by the rotation liaison

b. Scheduled Personal Time Off

These days will be incorporated into the annual block schedule. Please discuss needed changes with the Program Coordinator before this is finalized.

c. Flexible Personal Time Off and Educational Leave

Send an email to the scheduler with your Flexible PTO and Educational Leave requests **before** the scheduler's deadline (this deadline is communicated in the weekly APD update). You must include who will cover your panel while you are away in this request. The request is approved once you receive a confirmation email from the scheduler.

Please understand that the request deadline is generally 4 months in advance to ensure our clinic schedules are open at least 3 months in advance.

Unless there is an unforeseen need, time off or educational leave **cannot** be requested after the scheduler's deadline.

IV. Family Medical Leave:

- a. Residents may be eligible for family medical leave under the Family Medical Leave Act (FMLA). If eligible, a leave of absence up to 12 (twelve) weeks without pay shall be granted for the following reasons:
- i. a serious health condition,
 - ii. a family member's serious health condition,
 - iii. parental leave to care for a newborn or newly adopted or placed child,
 - iv. a qualifying exigency arising out of the fact that the employee's family member is on covered active duty (or has been notified of an impending call or order to covered active duty) in the regular Armed Forces Reserves or National Guard.
- b. Eligible residents may request a family medical leave of absence without pay not to exceed twelve (12) weeks during any twelve (12) month period.
- c. The twelve (12) month period begins on the Resident's appointment date.
- d. The leave for childcare must be taken within the first twelve (12) months of birth, adoption or placement.

- e. When medically necessary, family medical leave may be taken intermittently or on a reduced leave schedule.
- f. Requests for such leave shall, when practical, be made to the Program Director at least thirty (30) days before the leave is to begin.
- g. Family medical leave will be unpaid unless the Resident elects to use paid leave to the extent the circumstances meet the requirements for such leave.
- h. During this period of leave, SMMC shall maintain basic insurance benefits for the Resident. The Resident will be responsible for maintaining any optional insurance coverage, other payroll deductions, and insurance co- payments.
- i. If the Resident's leave extends beyond the FMLA-covered period, paid leave may be utilized to retain SMMC -paid benefits eligibility if approved by the Program and Human Resources Office.
- j. ABFM will allow up to (12) weeks away from the program in a given academic year without requiring an extension of training, as long as the Program Director and CCC agree that the resident is ready for advancement, and ultimately for autonomous practice. This includes up to (8) weeks total attributable to Family Leave, with any remaining time up to (4) weeks for Other Leave as allowed by the program. If a resident's leave exceeds either 12 weeks away from the program in a given year, and/or a maximum of 20 weeks total, (e.g. second pregnancy, extended or recurrent personal or family leave) extension of the resident's training will be necessary to cover the duration of time that the individual was away from the program in excess of 20 weeks.

Please reference the full policy here:

<https://www.theabfm.org/sites/default/files/PDF/ABFM%20Family%20Leave%20Policy-5-21-2020.pdf>

- k. All residents must meet the graduation requirements set forth by the program despite time away from the program in any form discussed above.

V. Other Leaves of Absence

- a. Other leaves of absence without pay may be granted for reasons approved by the Program Director.
- b. A request for leave of absence without pay is to be submitted in writing to the Program Director for endorsement and/or recommendation and is to identify the reason for the leave as well as the requested duration.

- c. Approved leaves of absence without pay should not exceed twelve (12) months in duration.
- d. Extensions of leaves beyond the twelve (12) month limitation must be approved.

References:

Accreditation Council for Graduate Medical Education – Institutional Requirement effective 1Jul2015 IV.G.1