

Vacation and Leaves of Absence

Vacation and leaves of absence (ACGME Institutional Requirement IV.H.1.-2.)

Residents are entitled to several different types of leave. Time away from training due to leave may count against fulfilling board and program requirements. The amount of time a resident can be away from residency/fellowship duties and still meet board requirements vary among specialties. It is the program director's responsibility to obtain information on how a resident's time away from training may affect board eligibility and to communicate any impact on board eligibility to the resident. Training may need to be extended to meet all ACGME and board certification requirements if they are not met.

PrimaryPlus residents/employees are provided with:

- A minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once, at any time during an ACGME-accredited program, starting the first day the resident/fellow is required to report;
 - Qualifying Reason(s): Birth/adoption/care for child; physical/psychological care of seriously ill spouse, child, parent; placement of foster child; serious health condition that makes the resident/fellow unable to perform the essential function of their job
 - Paid vacation and sick time is applied to qualifying leaves of absence and PrimaryPlus covers the balance to provide 100% of salary, plus at least one week of paid vacation in reserve

A leave authorization form must be completed and approved for any type of leave. These must be completed in advance of the leave whenever possible. The program director or designee reviews the request form; reviews applicable certifying board requirements to determine the impact of the leave on the resident's board eligibility and communicates that impact to the resident; informs the GME office of the leave, the resident's accrued time off, and any need for contract extension. The resident completes any required documents (depending on the type of leave) and submits them to the GME office. The resident also provides a return to work notice, if applicable, from an appropriate healthcare provider.

Types of Leave

Residents/fellows are provided paid annual/vacation and sick time off. Monetary reimbursement will not be given for unused paid time off under any circumstance. Program directors/program management are responsible for tracking their residents'/fellows' accrued/used/unused annual/vacation and sick time.

- Annual/Vacation Leave
- Sick Leave
- Administrative Leave
- Education Leave
- Exam Leave
- Family Medical Leave (FMLA)
- Family Leave
- Jury Duty
- Military Leave

Annual/Vacation Leave

PrimaryPlus provides residents with paid annual/vacation time for up to 15 working days (Monday through Friday) for each year of training. Weekend days are at the discretion of the department. Annual leave is scheduled by the Program Director to ensure adequate coverage of educational and clinical responsibilities and must be approved in advance. Unused annual/vacation leave may NOT be carried over into a new contract year. Residents are not paid for any unused annual leave.

Sick Leave

Sick leave is provided at the rate of one (1) day per month, and may accumulate to a total of not more than sixty (60) days for continuous residency employment. Accumulated sick leave is forfeited if PrimaryPlus service is contractually interrupted. Sick leave can only be used for bona fide illness that prevents the performance of professional duties and cannot be used for vacation, educational leave, or other personal purposes. It is the responsibility of the resident to notify the Program Director of illness which prohibits their attending to assigned duties. The Program Director has the right to require verification of any illness from a licensed physician. Residents are not paid for unused sick leave.

Administrative Leave

Residents/fellows may receive up to five (5) days paid administrative leave over the course of their residency/fellowship, depending on their Program's policy.

Educational Leave

Educational Leave may be provided to attend conferences and workshops. A maximum of five (5) paid days per contract year is allotted. The resident/fellow may petition the Program Director for an additional five (5) days per contract year. These days will not carry over into a new contract year. Residents/fellows rotating through the Veterans Affairs will only be allowed five (5) days per academic year. Documentation is required at least 30 days in advance for all educational leave.

Exam Leave

Residents who are taking a required exam may take up to two (2) days paid leave for the exam and up to two days travel (depending on the location) with the advance approval of the Program Director. Documentation must be provided by the resident to the Program. Residents are not paid for unused exam leave.

Family Medical Leave (FMLA)

Residents/fellows are entitled to the provisions of the Family Medical Leave Act of 1993. This leave is without pay, but use of accrued sick and annual/vacation leave must be used as part of the family leave. To be eligible for FMLA leave, a resident/fellow must have worked for the University for at least 12 months and have worked at least 1,250 hours during the year preceding the start of the leave. Eligible residents/fellows may request up to a maximum of 12 weeks for family leave during any 24 month period. FMLA leave is available for the birth of a child and the care of such newborn child; for the placement of a child with the resident/fellow for adoption or foster care; for the care of the resident's spouse, child or parent who has a serious health condition; or for the resident's own serious health condition that prevents him/her from performing the essential functions of their position. Married resident couples are restricted to 12 weeks FMLA each.

Family Leave

If a resident/fellow is not eligible for FMLA, they still may use any accrued annual/vacation or sick leave for medical, parental, or caregiver leave. Residents should make an appointment with their PD to discuss as early as possible in anticipation of the leave.

Jury Duty

Residency training has been recognized as an activity that should not be interrupted. However, participation in jury duty is a civic responsibility. In the event that a resident/fellow is called for jury duty, they must notify the Program Director. The Program Director must arrange with back-up to release the resident/fellow from clinical activities during the jury duty process if at all possible.

Military Leave

All residents/fellows who are members of any reserve component of the armed forces of the United States or of the Kentucky National Guard may be entitled to a leave of absence from their duties for all periods of military services during which they are engaged in the performance of duty or training in the service of this state, or of the United States. Each resident who is on military leave shall be paid their salary or compensation for a period, or periods, not exceeding fifteen (15) working days in any one (1) calendar year, plus such additional days as may result from any call to active State duty. The resident must furnish PrimaryPlus certification from competent military authority of the dates of active duty that were actually performed.

Applicable Requirements

- The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws. This policy must: (Core)
 - Provide residents/fellows with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the resident/fellow is required to report; (Core)
 - Provide residents/fellows with at least the equivalent of 100% of their salary for the first six weeks for the first approved medical, parental, or caregiver leave(s) of absence taken; (Core)
 - Provide residents/fellows with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken; (Core)
 - Ensure the continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence; (Core)
 - Describe the process of submitting and approving requests for leaves of absence; (Core)
 - Be available for review by residents/fellows at all times; and, (Core)
 - Ensure that each of its ACGME-accredited programs provides its residents/fellows with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board (s). (Core)

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