GME VACATION AND LEAVES OF ABSENCE

Applies to: Elson S. Floyd College of Medicine (ESFCOM) Graduate Medical Education (GME) and all accredited post-graduate medical training programs (i.e. residency or fellowship) and non-accredited clinical fellowship programs sponsored by the College of Medicine

GMEC Approval: 02/15/22

1.0 Policy Statement:
It is the Elson S. Floyd College of Medicine (ESFCOM) policy to set guidelines and provide guidance for use of vacation and leave of absence for ESFCOM Trainees.

2.0 Definitions
Designated Institutional Official (DIO): The individual in a sponsoring institution who has the authority and responsibility for oversight and responsibility of all of the ACGME-accredited programs.

Paid Time Away (PTA): days that a Trainee is away from his or her Program due to a planned or unplanned absence and is paid at 100% of normal pay.

Program: The unit of specialty education, comprising a series of graduated learning experiences in graduate medical education, designed to conform to the ACGME Program Requirements of a particular specialty.

Program Director: The designated person accountable for the Program; this person must be selected by the Designated Institutional Official and possess qualifications acceptable to the appropriate Residency Review Committee (RRC) of the ACGME.

Trainee: a physician in training at an ACGME accredited graduate medical education program, the term includes Interns, Residents, and Fellows or other trainee enrolled in an educational program whose education falls under the purview of the ESFCOM Office of Graduate Medical Education.

3.0 Responsibilities
GMEC and DIO

4.0 Policy
Trainees are allotted time away for planned absences such as vacations and unplanned absences due to illness. Additionally, trainees may need to be away from their training program due to medical, parental, or caregiver reasons. Each training program must have a written policy that articulates specific time off for the program and the process for submitting absence requests.

Each training program will provide its Trainees the effect of paid time away and leave, for any reason, on satisfying the criteria for completion of that training program and board eligibility. The amount of time a Trainee can be away from program duties and still
meet Board requirements varies among the specialties. It is the Trainee’s responsibility to be aware of his/her ACGME and specialty board requirements. If leave time is taken beyond what is allowable by ACGME and/or the specialty board, the Trainee may be required to extend his/her period of activity in the training program to meet these requirements. The effect of time away from the program shall be reviewed by the Clinical Competency Committee (CCC) and the Program Director. If the training period needs to be extended, the Trainee shall be notified as soon as possible.

Trainees must follow program procedures for requesting Paid Time Away (PTA) and leave. All time away is tracked and monitored by the Program including leave and any planned or unplanned absences using the Resident Management System.

A. Paid Time Away:
   Paid Time Away (PTA) includes time that a Trainee is away from his or her program. Each trainee receive:
   a. twenty (20) PTA days per academic year for planned absences per academic year starting July 1.
   b. seven (7) PTA days per academic year for unplanned absences per academic year starting July 1.
   c. Fourteen (14) Supplemental PTA days for the entirety of the length of the training program to supplement medical, parental, and caregiver leave.

PTA for planned and unplanned absences does not accrue from year to year and must be scheduled and taken in the same academic year earned.

B. Medical, Parental, and Caregiver Leave
   If a trainee needs extended leave due for medical, parental, or caregiver reasons, they may be eligible to receive paid family leave through Washington Paid Family & Medical Leave. To be eligible, the trainee must have been employed more than the minimum eligibility and experience a qualifying event. For the first six (6) weeks of approved medical, parental, and caregiver leave, Trainees use Emergency PTA to supplement payment from Washington Paid Family and Medical Leave, so they are paid the equivalent of 100% of their salary.
   a. If a qualifying event occurs before the Trainee meets minimum employment eligibility for payment from Washington Paid Family and Medical Leave, the training program will provide Trainee regular pay at normal rate until the trainee become meets the minimum employment eligibility or six (6) weeks, whichever is less.
   b. If a qualifying event receives a denial for Washington Paid Family and Medical leave, the training program will provide Trainee regular pay for six (6) weeks.
   c. During qualifying medical, parental, and caregiver leaves, health and disability insurance benefits for Trainees and their eligible dependents are continued.
   d. It is the Trainees responsibility to submit requests for medical, parental, and caregiver leave to Washington Paid Family and Medical Leave and Washington State University HR Services.
GME Vacation and Leave

e. Trainees are required to submit a request for FMLA in the WSU time and absence system.

f. Approval letters from the state of Washington for approved Washington Paid Family and Medical Leave are to be provided to HRS Disability Services.

C. Supplemental PTA
Supplemental PTA days are given at the beginning of residency for the duration of the training program. In addition to being used for supplementing payment from Washington Paid Family and Medical Leave, five (5) days can be taken outside of the first six (6) weeks of the approved medical, parental, or caregiver leave period during the same academic year that the approved leave occurs.

D. Bereavement Leave
Trainees may take up to three days of paid leave for bereavement in the event of the death of a member of the Trainee's immediate family.

a. family members include spouse, state registered domestic partner, children, parents, siblings, spouse's parents, state registered domestic partner’s parents, spouse's children, state registered domestic partner’s children, grandparents, grandchildren, stepparents, stepchildren, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepbrother, stepsister, and dependents living in the employee's home regardless of the family relationship to the employee. Household members, partners and state registered domestic partners are defined as persons who reside in the same home who have reciprocal duties to and do provide financial and/or emotional support for one another.

E. Civil Leave
If a Trainee is requested to serve for jury duty, they must contact their program immediately upon notification for further guidance. Trainees are entitled to leave for jury duty, as subpoenaed trial witnesses, and/or for other subpoenaed civil duty.

F. Military Leave
Trainees are granted 21 days of leave with pay for active training duty with any of the armed forces of the United States, upon receipt of military orders. Military orders are not required for Trainees called to active duty. During a period of military conflict, a Trainee whose spouse or state registered domestic partner is a member of the military who has been called to active duty or deployed is entitled to 15 days of leave per deployment. During this period of leave, they may use their own leave accruals or request unpaid leave.

G. Personal Leave
If a Trainee does not qualify for FMLA or medical, parental, and caregiver leave, they may be allowed to take unpaid personal leave. Personal leave may be provided at the discretion of the Program Director. Trainees will be required to exhaust other forms of leave for which they may qualify prior to being eligible for personal leave.
GME Vacation and Leave

5.0 Related Policies
GME Renewal and Promotion

6.0 Key Search Words
Leave of absence; Vacation; Time Off

7.0 Revision History

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<th>GMEC Approval:</th>
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Responsible Office: ESFCOM GME Office

Policy Contact: Designated Institutional Official

Supersedes: N/A