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Owner Kelli Guy: Dir
Grad Med Edu-
PMM
Document GME-Graduate
Area Medical
Education
Applicability Piedmont Macon
Medical

GME Resident Leave Policy

Leave Policy

Purpose: *To understand resident leave time and the documentation process. "IV.H.1. The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws. (Core)"*

Vacation, Sick, or Holiday

Each resident receives annual paid leave to cover time off for vacation, sick, holiday or other time away from work. This collective amount of time off is called paid time off or PTO.

Regardless of the state of employment for a resident, there is still a process each individual must go through to request and be granted PTO. Please review the details below, which apply to all residents.

- A. Residents should plan their PTO with their program leadership in a timely manner to allow for adequate coverage adjustments
- B. Each program will define how far in advance a PTO request must occur.
- C. Residents should take into consideration the need to save time off for holidays and sick leave when scheduling vacation days.
- D. Residents should be aware that each specialty has varying requirements as it relates to:
 - 1. The number of required clinical months of training for their particular specialty, and
 - 2. The impact leave has on a resident's eligibility to participate in examinations by the relevant certifying board(s)

- E. All residents within Piedmont Macon Medical Center will receive the same number of PTO days per academic year.
 - F. PTO allocation and balances are managed by the GME office and its respective programs.
 - G. Residents will not be able to carry over unused PTO into the next academic year or get paid for unused time at the end of their employment as a resident.
 - H. Depending on the specialty, there may be program-specific restrictions as to which rotation a resident can schedule PTO.
 - I. Residents will be credited with 26 days of PTO (15 vacation days +6 Piedmont Holidays +5 Academic/sick days) at the beginning of each academic year to be used as follows:
 - 1. 15 days of vacation time
 - a. Business days are the only days counted in vacation time
 - 2. Piedmont Recognized Holidays (6 holidays for AY 2022-2023)
 - a. When residents are off on a Piedmont recognized holiday, the day will be deducted from their vacation time
 - b. When residents are working on a Piedmont recognized holiday, that day will remain available to use for vacation and no deduction from vacation time will occur
 - 3. Residents are provided 5 academic/sick days per academic year. These days should be requested within the published guidelines of their respective programs and must be used for one of the following purposes:
 - a. Attending a local, state, or national conference within an applicable specialty to present scholarly activity
 - b. Sitting for the USMLE, COMLEX or similar licensing examination. Only days where an exam is being taken will be deducted from academic days. Study days will be deducted from vacation time.
 - c. Residents completing fellowship or attending job interviews can utilize these academic days for that purpose. Travel days are counted toward the balance.
 - d. Residents are sick on a day they were scheduled to work and are not able to work
 - e. Any additional days missed under this category academic/sick will start to be taken out the balance of vacation and holidays remaining
 - J. Residents expecting to miss extended periods of work for events such as maternity or paternity leave need to work with the program and the GME Office to navigate the Resident Leave Policy.
- Please note:**
- 1. Maximum time off should be no more than seven contiguous days with rare exceptions. Exceptions to be approved by the PD.
 - 2. A week is defined as five working days, Monday through Friday. Please note it is up to each individual program to set weekend call schedules prior to and following a resident's requested PTO.

3. This policy will have an effective date of July 1, 2022

Other Time Away from Work

An unanticipated absence related to bereavement, military service, jury duty and other circumstances, may occur. Please refer to the Piedmont Macon's Leave Policy. When such an absence occurs, the resident is expected to notify the PD and PC immediately; how notification should occur is up to each program. The program will arrange coverage for the resident/fellow. All leaves of absence must be documented in the residency data management tool. Eligibility for parental leave or other hospital-provided leaves, such as leave permitted under the Family Medical Leave Act (FMLA) or other statutorily required leaves, shall be offered and controlled by GME and the hospital HR policies.

Parental Leave

Please refer to the Piedmont Macon Medical Resident Leave of Absence Policy

Approval Signatures

Step Description	Approver	Date
	Gary Bernstein: CMO PMM/ PMN	2/16/2023