

**UNIVERSITY HEALTH CARE**  
**HOSPITALS AND CLINICS**

**GRADUATE MEDICAL EDUCATION**

**HOUSESTAFF POLICIES AND PROCEDURES**

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**LEAVE FOR HOUSEOFFICERS**

Section 4 No. 1 Rev.5

Review Date: March 2009

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Chapter: Paid Leave for Housestaff

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**I. PURPOSE:**

To outline the housestaff leave policy, including vacation, educational, sick and funeral leave.

**II. Policy:**

Each program is required to have a leave policy in writing that is consistent with this institutional policy.

**III. PROCEDURE:**

**EFFECT OF LEAVE ON BOARD ELIGIBILITY**

Each specialty board has its own requirements regarding board eligibility and the time absent from the program. If a houseofficer takes leave in excess of board eligibility requirements, that houseofficer must make up the time necessary to be eligible for board examinations. In general, make-up time for board eligibility is unpaid.

**VACATION**

All interns, residents and clinical fellows shall receive three weeks (15 working days) of paid vacation annually if board and education requirements so allow as determined by the program director.

At the program director's discretion, and with the resident's permission, it is permissible to grant a houseofficer only two weeks vacation in one year, and make it up by granting four weeks the next year.

It is recommended that if scheduling does not permit a resident to take three weeks vacation per year for each year of his training, the program director pays the houseofficer for the missed vacation at the end of the training program out of departmental funds.

**EDUCATIONAL LEAVE**

With the permission of the program director, houseofficers may be given up to one week of paid educational leave time per year. This would include time away from the residency to present a paper at a national meeting, attend a national meeting in his specialty, or take board or other examinations. Generally this will occur in the final year of training, although occasionally a resident may request educational leave at other times.

**SICK LEAVE**

Paid sick leave is non-accruing for houseofficers. Program Directors may approve up to 12 days paid sick leave. However if the total leave time taken by a resident exceeds the length of time allowed by the specific board to be away from the program, the resident shall be required to make up the time.. Paid sick leave may be used for the houseofficers' own serious health condition, or the serious health condition of a parent, spouse, or child, or for the birth or adoption of a child. When a houseofficer has been employed for more than 12 months, the houseofficer is eligible for FMLA leave and any absence in excess of one (1) week for medical reasons stated above should be handled through FMLA. Please refer to "Family and Medical Leave for Houseofficers," Policy Sec. 4 No. 2.5 in the University Hospital Housestaff Policies and Procedures Manual.

#### FUNERAL LEAVE

Houseofficers are entitled to three (3) days of funeral leave in the event of a death of an immediate family member. Immediate family members include the houseofficer's spouse, parents, grandparents, spouse's parents, spouse's grandparents, children and their spouses, siblings and their spouses, and grandchildren.

#### LEAVE FOR EXAMINATIONS/CERTIFICATION

All houseofficers are required to obtain a medical license to participate in a training program at the University of Utah Affiliated Hospitals. Therefore, program directors must allow a resident time off with pay to sit for the National Boards Part III, Utah controlled substance exam, or any other licensing exam necessary. Houseofficers in certain programs are required to maintain certification in ACLS or PALS (see ACLS policy section 01 #04), therefore program directors must allow a resident the necessary time off.

#### MILITARY LEAVE

An employee who is a member of the National Guard or any organized reserve branch of the United States uniformed services is entitled to a leave of absence with pay not to exceed fifteen (15) working days per year for time spent on duty at annual encampments or rifle competitions or other duties in connection with the reserve training and instruction requirements of the United States uniformed services or National Guard

#### UTAH MEDICAL ASSOCIATION/RESIDENT PHYSICIAN SECTION NATIONAL MEETINGS

Officers of the Utah Medical Association Resident Physician Section may need to attend national meetings, such as the AMA/RPS, in the interest of housestaff affairs.

1. These meetings may be attended as leave with pay, and it is expected that the program director will grant permission, and the houseofficer will be responsible for arranging coverage during his absence.
2. It is recommended that the officers of the organization be from different programs and that the travel be split among the various officers, so that no one training program loses an inordinate amount of time during any one given year.
3. All houseofficers should complete a schedule change form indicating the reason for his leave and have it signed by the program director. It should be filed in the Graduate Medical Education Office two weeks prior to the absence for verification in case of any pay conflicts, either between the houseofficer, the program director or any affiliated hospital.

**Approval Body:** Graduate Medical Education Committee

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Policy Owner: Graduate Medical Education

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