
GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: LEAVE FOR TRAINEES

Policy Number: 4.1

Chapter: Leave

Purpose:

To outline trainee leave policy including FMLA, vacation, sick leave, educational leave, funeral leave, holidays, and military leave.

Policy:

Each program and trainee is subject to and will abide by this institutional policy regarding trainee leave. If any program desires to make program-specific modifications, those modifications must meet or exceed the provisions of this policy.

Procedure:

FAMILY MEDICAL LEAVE

Leave taken for medical reasons falls under the Family Medical Leave Act (FMLA) of 1993. The Family Medical Leave policy for trainees at the University of Utah meets the requirements of the Family Medical Leave Act of 1993, allowing up to 12 weeks of leave per year for eligible employees. To be eligible for FMLA leave, a trainee must have been employed for at least 12 months and must be requesting leave for a serious medical condition of the trainee, a spouse, a child, a parent, a grandparent, or a sibling. The birth or adoption of a child is included.

Any leave for medical reasons, as outlined above, in excess of one (1) week must be handled under the Family Medical Leave Act for eligible employees. Trainees must inform their program directors immediately about any needed medical leave in order to allow time to arrange clinical coverage. Upon learning that a trainee is requesting FMLA leave, the program director or coordinator must complete a Housestaff FMLA Request Form packet and submit the completed forms to the GME Office. FMLA Request Forms should be

Owner:

Graduate Medical Education

Liaison(s):

University of Utah HR

Approval Body:

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Committee

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Education Committee
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Policy Owner: Graduate Medical
Education

submitted to the GME Office at least 30 days before the FMLA is to begin, or within two (2) business days in the case of unforeseen emergencies. The GME Office will submit forms to Human Resources, which will inform all parties of approval or disapproval of the request.

In general, leave taken under the Family Medical Leave Act for trainees is paid, but any makeup time is unpaid and unbenefited (see “Makeup Time” section of this policy).

VACATION

All trainees in GME programs shall receive three weeks (15 working days) of paid vacation annually. Vacation may be assigned by the program director, or must be arranged with the approval of the program director, for appropriate coverage of all rotations. Vacation is non-accruing. At the program director’s discretion, and with the trainee’s permission, it is permissible to grant a trainee only two weeks of vacation in one year, and four weeks in the following year.

All trainees in GME programs shall receive one week (5 working days) of personal/professional development (PPD) time annually. PPD must be arranged with the approval of the program director and may be unavailable on certain rotations. PPD is non-accruing. PPD may be used in the same way as vacation but is intended to create opportunity for trainees to attend medical, mental health, and dental care appointments in fulfillment of ACGME Common Program Requirement VI.C.1d).(1) and/or conferences, job interviews or other professional development activities. PPD will be reported to the GME Office in the same manner as vacation time.

Department policy is the request needs to be made no less than 45 days in advance. If requested less than 45 days, approval will need to be given by the program director and division chief.

SICK LEAVE

Paid sick leave is non-accruing for trainees. Program directors may approve up to 12 days of paid sick leave per year. Paid sick leave may be used for a trainee’s own serious health condition, or for the serious health condition of a spouse, parent, child, or for the birth or adoption of a child. When a trainee has been employed for more than 12 months, the trainee is eligible for FMLA leave and any absence, for medical reasons, in excess of one (1) week should be handled through FMLA (see FMLA section of this policy).

Fellows must inform the program director and supervising attending on call immediately when not able to work due to illness, so arrangements can be made for coverage. If sick for more than 48 hours, the program director may request the fellow to see a physician and obtain a written note. If sick leave is required for more than 12 days per year, the fellow may have to use vacation time, take unpaid leave, or be required to stay on at the end of the training period to make up for missed training.

HOLIDAYS

The following days will be considered holidays in accordance with University of Utah Hospital policy. Trainees will observe University of Utah Hospital holidays.

New Year’s Day	First day in January
Martin Luther King Day	Third Monday in January
President’s Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 th day in July
Pioneer Day	24 th day in July
Labor Day	1 st Monday in September
Thanksgiving Day	4 th Thursday in November
Friday following Thanksgiving Day	4 th Friday in November
Christmas Day	25 th day in December

Patients are sick on holidays as well as other days. Trainees must work with their departments to cover holidays. Trainees may be required to work on holidays. Many departments have a holiday call schedule, and many departments allow trainees to take call from home on holidays. Trainees may come in for rounds on holidays,

but may leave the hospital after that as determined by the department. Trainees must work with their departments to cover call schedules and clinical rotations on holidays. Trainees will be paid for these days regardless of the number of hours worked, if any.

Holidays are in addition to vacation days.

EDUCATIONAL LEAVE/EXAMS/CERTIFICATIONS

All trainees are required to obtain a medical license, and meet ACLS requirements or obtain other certifications depending upon the department. Program directors must allow a trainee time off with pay to sit for any exams necessary to receive these licenses or certifications.

Additionally, program directors may grant permission for trainees to attend national meetings or other seminars or to present research papers. Such permissions are department specific and must have program director approval.

JURY DUTY

For the period during which a trainee is necessarily absent from work in compliance with an official requirement to appear for jury services, or a subpoena to appear as a witness at a trial, deposition, or other official proceeding, the employee will continue to receive full pay. The employee is expected to deliver to the University Hospital Cashier, for deposit to the University's general funds, any fees received in accordance with law for compelled attendance as a juror or non-expert witness.

Employees are expected to report daily to work before and after jury service or attendance as a witness, whenever feasible, in order to give as much attention as possible to regular duties.

This policy does not apply when an individual appears in court on his or her own behalf (e.g., to pay traffic fines or as a party to a civil law suit).

FUNERAL LEAVE

Trainees 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 trainee's spouse, children, parents, grandparents, spouse's parents, spouse's grandparents, spouses of children, siblings and their spouses, and grandchildren.

MILITARY LEAVE

Any trainee 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.

MAKEUP TIME FOR EXCESSIVE TIME AWAY FROM TRAINING

Each specialty board has its own requirements regarding board eligibility and the time absent from the training program. If a trainee is away from his/her training program for any reason (vacation, sick time, FMLA, jury duty, military leave, etc.), and the cumulative number of days absent exceeds the board eligibility requirements, that trainee must make up the time necessary to be eligible for board exams.

The trainee must work with the program director and/or program coordinator to determine the specific specialty board eligibility requirements. Makeup time at the end of training is generally without pay and without benefits.

- A. Up to four weeks of leave including three weeks of vacation, any sick, pregnancy, family leave, delayed starts, etc. is allowed for each academic year. **These standards are set by the American Board of Internal Medicine (ABIM)**, which requires 24 months of actual training. Failure to comply will require make-up time at the end of the program.

1. Total leave time may not exceed four weeks per academic year.
2. Any excess leave beyond four weeks during one academic year must be made up at the end of the fellowship program, without pay, for an individual to become Board-eligible.
3. All fellows must inform the program director immediately of their leave request, to allow time to arrange coverage. Fellows must complete a *Leave of Absence* form and submit this to the fellowship program manager before such leave is taken for official written approval of leave. In such cases as sick or an emergency, the Leave of Absence form may be turned in to the program manager after returning from leave, but no later than seven days.

I. **PROCEDURE:**

- A. The following points outline the policy for arranging vacation or authorized absence. These points apply to circumstances in which absences can be reasonably foreseen. Emergency situations will be handled as needed.
1. Notify the Endocrinology Fellowship Director and program manager via email and MedHub absence request, in advance of time off. Approval from all clinic attendings is needed before approval is given.
 2. Notify Oakley Preston and Jamie Smith via email at oakley.preston@hsc.utah.edu and jamies.smith@hsc.utah.edu no later than 45 days in advance so that your UDEC clinics can be blocked in EPIC.
 3. Notify the VA and UDEC attendings via email no later than 45 days in advance so that appropriate arrangements can be made to cover your VA clinics. Be sure to copy Oakley in email communication.
 4. Verify all patient documentation has been completed and there are no outstanding lab results or pending medication refills.
 5. Arrange coverage for patient phone calls, messages, lab results, prescriptions, etc. to be covered in your absence. Ensure the clinic staff, especially your MA and the clinic RN know who will be covering for you.
 6. Place an out of office note on your email reply and state who is covering for you.
 7. Complete all MedHub responsibilities including, Work Hours and Evaluations, requests will not be granted if there are outstanding items.
 8. Check conference schedules, Clinical Conference, Journal Club, Resident to Fellow lecture, Pituitary conference and call schedules to ensure you are not scheduled to present and or be on call and if you are, please arrange a trade with another fellow.
 9. Arrange coverage for any pituitary or hypertension clinics scheduled during your absence.
 10. If the call schedule is updated/changed it is the fellow's responsibility requesting the change to notify everyone of such changes including; the hospital operator at UUMC and VAMC, UDEC staff, update Smart Web, Program Director and Program Manager.
 11. If On-Call trades or changes are made after the on-call schedule is finalized any clinic patients scheduled will not be moved to accommodate the schedule change. This ensures continuity of care is maintained. Ensure ALL schedules are updated with any changes made.

HISTORICAL INFORMATION:

REVIEW: 04/2011, 06/2012, 06/2013, 06/2014, 06/2015, 06/2016, 12/2016, 06/2017, 6/2018
REVISED: 04/2011, 06/2012, 06/2013, 06/2014, 06/2015, 06/2016, 12/2016, 06/2017, 6/2018

University of Utah – Division of Endocrinology Fellow Absence Request Form

Please submit requests prior to approval of time off. Call coverage must be arranged and approved before leave is finalized. Approval may be granted when completed form is received. Please return to the program manager.

Name: _____ Dates of Absence _____ TO _____ Number of Working Days: _____

REASON FOR ABSENCE: Vacation Sick FMLA Education/Meeting PPD/Other
(location, name of conference, topic, etc...) _____

All Items below must be completed before your leave/vacation.

- Notify the Endocrinology Fellowship Director and program manager via email and MedHub absence request, in advance of time off. Approval from all supervising attendings is needed before approval is given.
- Notify Oakley Preston and Jamie Smith via email at oakley.preston@hsc.utah.edu and jamies.smith@hsc.utah.edu no later than 45 days so that your UDEC clinics can be blocked in EPIC.
- Notify the VA and UDEC attendings via email so that appropriate arrangements can be made to cover your VA clinics. Be sure to copy Oakley in email communication.
- Verify all patient documentation has been completed and there are no outstanding lab results or pending medication refills.
- Arrange coverage for patient phone calls, messages, lab results, prescriptions, etc. to be covered in your absence. Ensure your MA and the clinic RN know who will be covering for you.
- Place an out of office note on your email reply and state who is covering for you.
- Complete all MedHub responsibilities including, Work Hours and Evaluations, request will not be granted if there are outstanding items.
- Check conference schedules, Clinical Conference, Journal Club, Resident to Fellow Lecture, Pituitary Conference, and call schedules to ensure no conflicts. If needed, please arrange a trade with another fellow.
- Arrange coverage for any pituitary or hypertension clinics scheduled during your absence.
- If the call schedule is updated/changed it is the fellow’s responsibility requesting the change to notify everyone of such changes including; the hospital operator at the VAMC, UDEC staff, update Smart Web, Program Director and Program Manager.

X

Signature

(Signing this document verifies all the above are completed.)

FOR PROGRAM MANGER/DIRECTOR USE ONLY

APPROVED BY:

DATE:

Date turned in to fellowship coordinator____/____/____	Vacation (15)	Sick (12)	Personal Professional Development (5)
Days of Available Leave (working days only)			
Days of Requested Leave (working days only)			
Days Remaining of Available Leave (working days only)			
Call Coverage Trade Dates Original: ____/____/____ to ____/____/____	New: ____/____/____ to ____/____/____		
Person Trading with:			