Family Medical Leave (FMLA)
Leave taken for medical reasons falls under The Family Medical Leave Act of 1993. The Family and 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. Twenty-one calendar days of this leave may be taken as paid vacation, if time has not already been used.

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 submitted to the GME office at least 30 days before the FMLA is to being, 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 the approval or disapproval of the request.

Sick Leave
Paid sick leave not to exceed 12 days per year will be available to the resident if approved by the program director. Paid sick leave may be used for the residents’ own serious health condition, or the serious health condition of a parent, spouse, or child, or for the birth or adoption of a child. Time off for sick leave must be made up at the end of the residency.

Vacation/PPD
Each resident is allowed 3 weeks of vacation per year. This means 15 week days and 3 weekends. Two of those weeks must be taken in 5 day, Monday-Friday, blocks. One of the weeks can be split into two separate times off or be used for a non Monday-Friday block. All days off will count towards vacation days. If there are no scheduled cases for you on a certain day, you should call your rotation director. Vacation time, and leave time, are not accumulated from year to year.

All trainees 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 program coordinator 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 the 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. This time may also be used toward a surgical mission trip during the final two years. Any additional days taken off for any of these purposes must count toward vacation time. The program coordinator must be notified of any time off including vacation, sick, interviews, conferences, etc.

All vacation requests must be submitted by December 31. Any request submitted after this date will not be approved. When a vacation request is approved by the program coordinator/director, the request will appear on the bulletin board. Please view the bulletin board prior to submitting a vacation request. Requests for same period of time should be resolved among the residents with the help of the Administrative Chief Resident prior to submitting them to the program coordinator/director.
Only one resident can be on vacation at a time. Extenuating circumstances will be evaluated on an individual basis and must be approved by both the rotation faculty and the Program Director.

One of the three weeks must be taken at least during the first 6 months, another week should be taken at least during the months of January thru March and the last week may be taken in April or May. **No vacation can be taken during the last two weeks of June or July. Extenuating circumstances will be considered on a case to case basis.**

No resident is allowed to leave for vacation until operative logs are complete and up to date. The same holds true for attending meetings or other activities within the division. When any resident is on vacation, the administrative chief resident must make every effort to rearrange coverage to accommodate surgical case coverage.

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

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>First day in January</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>4th day in July</td>
</tr>
<tr>
<td>Pioneer Day</td>
<td>24th day in July</td>
</tr>
<tr>
<td>Labor Day</td>
<td>1st Monday in September</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>4th Thursday in November</td>
</tr>
<tr>
<td>Friday following Thanksgiving Day</td>
<td>4th Friday in November</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>25th day in December</td>
</tr>
</tbody>
</table>

Trainees will be paid for these days regardless of the number of hours worked, if any. At home call and rounds will still be taken on these holidays.

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**
If you are selected for jury duty please discuss this with the program coordinator.

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 spend 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**
The American Board of Plastic Surgery does not allow for more than 4 weeks off service, per year of training. Therefore, any time off in excess of 4 weeks per year (time off defined as any of the areas above including but not limited to vacation time/family leave/ military leave/ sick leave/ maternity-paternity-adoptions leave/ education leave) must be made up at the end of the resident’s residency, and will be unpaid time. The resident’s responsibilities and rotation placement will be at the discretion of the program director. Malpractice insurance during this time will continue through the University although salary and benefits will not.