



# Vacation and Leave of Absence Policy

## Graduate Medical Education Committee - Policies and Procedures

### **Purpose**

To comply with the Accreditation Council for Graduate Medical Education (ACGME) Institutional and Common Program Requirements for Graduate Medical Education (GME), the Graduate Medical Education Committee (GMEC) has established this policy to provide guidance and oversight for trainee vacation and leaves of absence in University of Arizona College of Medicine – Tucson (UACOM-T) ACGME-accredited and non-standard training (NST) programs.

### **Policy**

As the employer of all trainees, Banner Health in partnership with their leave benefit carrier, manages all trainee absences from an employment perspective. Information regarding available leave types – including medical, parental, and caregiver leaves of absence and vacation and sick time – can be found on the [Graduate Medical Education Vacation and Leaves of Absence Summary and Frequently Asked Questions document](#) as well as the [Banner Health Benefit Highlights document](#).

The following ACGME requirements and/or principles inform this policy:

1. Trainees must be provided with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the trainee is required to report.
2. Trainees must be provided with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.
3. Trainees must be provided with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.
4. The continuation of health and disability insurance benefits for trainees and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence must be ensured.



5. The process for submitting and approving requests for leaves of absence must be described and be available for review by trainees at all times.
6. Each UACOM-T ACGME-accredited and NST program must have a policy and procedures in place that articulates specific time off requirements/restrictions for the program's trainees to include:
  - a. Procedures for communicating accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).
  - b. Procedures to ensure coverage of patient care due to unexpected leaves in the event a trainee is unable to attend work because of, including but not limited to fatigue, illness, family emergencies, and parental leave. Each program must allow an appropriate length of absence for residents unable to perform their patient care responsibilities without the fear of negative consequences for the trainee who is or was unable to provide the clinical work.

## Procedure

### Leaves of Absence

1. The trainee must discuss their leave of absence (planned or unplanned) with their Program Director. The discussion should include any effects the leave will have on the trainee's training, including any impact on their expected training completion date and their ability to take the relevant certifying board exam. This discussion must be documented on the leave of absence form, a copy of which will be given to the trainee, placed in the trainee's personnel file, and submitted via email to the GME Director.
2. To determine the correct reporting process for leaves of absence, refer to the [Graduate Medical Education Vacation and Leaves of Absence Summary and Frequently Asked Questions document](#). Any questions should be directed to [bhdisabilities-leaves@bannerhealth.com](mailto:bhdisabilities-leaves@bannerhealth.com)
3. During any leave, the trainee is responsible for communicating any changes in the leave, including any change to their return-to-work date, with their Program Director, who in turn must notify the GME Director.
4. Time reporting responsibility during the trainee's leave of absence varies and the program should refer to the [Graduate Medical Education Vacation and Leaves of Absence Summary and Frequently Asked Questions](#) webpage for more information.



5. In accordance with their documented leave of absence plan, the trainee is required to timely confirm their return-to-work date with their Program Director. The Program Director will inform the GME Director of the trainee's return to work date.
6. Program Directors must work closely with the Department Administrator listed as the trainee's supervisor to ensure that all aspects of the trainee's leave are documented accordingly.
7. If a trainee is incapacitated and unable to submit a leave of absence claim on their own behalf, the Program Director will inform the GME Director immediately. The GME Director, in partnership with the Program Director will work with Banner Health directly to complete the appropriate leave of absence documentation. Banner Health Human Resources may require additional information prior to a trainee's return to work.
8. For educational/research leaves, the program must provide information on the effects the leave will have on program complement. Educational/research leaves must be reviewed on an annual basis.

## **Vacation**

1. Trainees do not participate in Banner Health's Paid Time Off (PTO) plan.
2. Trainees are provided four one-week periods of vacation leave each academic year, to be used upon a mutually agreed upon time by the trainee and Program Director.

## **Holidays**

1. Trainees may be expected to work holidays and are expected to work with their programs to establish which holidays they may be expected to work at each participating site.

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