


Name of Policy: Vacation/Leave Time Off	 THE UNIVERSITY OF TOLEDO <small>1872</small> Effective date: 05/02/17
Policy Number: 3364-86-052-00	
Approving Officer: Dean, College of Medicine and Life Sciences	
Responsible Agent: Director, Graduate Medical Education	
Scope: UT College of Medicine Residents	
<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy

POLICY

Paid time off for residents and fellows will be encouraged for the purpose of increasing the personal well-being of the house staff member. Each residency program must have an explicit written Vacation/Leave Time Off policy which must be in accordance with the GME Vacation/Leave Time Off policy. The departmental policy should encompass the specifics of its specialty Board certification requirements.

PURPOSE

The intent of the Vacation/Leave Time Off policy is to give each resident and fellow time away from their residency responsibilities.

PROCEDURE

Vacation Leave Time

All R1 residents will receive three (3) weeks (15 customary working days) of vacation leave per academic year. All R2 and above Residents will receive four (4) weeks (20 customary working days) of vacation leave per academic year. Vacation time will not accumulate from year to year, and is prorated based upon the length of the Graduate Medical Education Agreement. Resident's vacation leave will be arranged with and subject to prior, written approval of the Program Director.

Sick Leave Time

All residents will receive three (3) weeks (15 customary working days) of sick leave per academic year. Pay and Sick leave will not accumulate from year to year, and is prorated based upon the length of the Graduate Medical Education Agreement.

Resident will be eligible for Family Medical Leave Act leave in accordance with federal law

Professional Development Leave Time

Up to seven (7) days for attending national meetings, conferences or seminars for professional development purposes with the permission of the Program Director.

Additional time(s) off for presentations at conferences are at the discretion of the Program Director.

Other Leave Time Circumstances

No payment will be made for unused paid time off at the completion of training.


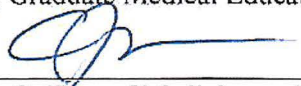
Programs may place limits on the times of the year when paid time off can be taken.

Paid time off for interview days, meeting times, or holidays will be at the discretion of the Program Director and may be affected by the assigned rotation and subspecialty Board certification requirements.

Time off and holiday assignments may be affected by agreements with rotation hosts (department or hospital systems) for off-service, off-site, or away rotations.

Denial of paid time off may be at the discretion of the program director to remediate documented deficiencies.

In the case of a stated hospital or regional emergency, or urgent professional responsibilities for patient care, the Program Director may cancel previously arranged paid time off. Residents are considered essential employees.

Approved by:  Chair, Graduate Medical Education Committee  Dean, College of Medicine and Life Sciences Review/Revision Completed by: <i>Graduate Medical Education Committee</i>	Policies Superseded by This Policy: • None Initial effective date: 5/5/15 Review/Revision Date: Revised 5/17 Next review date: 5/2019
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Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://utoledo.edu/policies/>) for the most current copy.