Name of Policy: **GME: Vacation and Leaves of Absence** **Policy Number**: **3364-86-052-00** **Approving Officer**: **Dean, College of Medicine and Life Sciences** **Responsible Agent**: **DIO (Designated Institutional Official)** **Scope**: **UT College of Medicine Residents**	**Review/Revision date: 10/2026** **Original Effective date**: **05/05/15**

_____	New policy proposal	X	Minor/technical revision of existing policy
_____	Major revision of existing policy	_____	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 and Leaves of Absence policy which must be in accordance with the GME Vacation and Leaves of Absence policy. The departmental policy should encompass the specifics of its specialty Board certification requirements.

PURPOSE

The intent of this 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. Sick leave will not accumulate from year to year and is prorated based upon the length of the Graduate Medical Education Agreement.

Sick leave may not be used to extend 'vacation time' under any circumstances, i.e. delay in returning from vacation, visa delay issues, etc.

Leaves of Absence

Residents/fellows requesting a leave of absence will need to apply through the University's Human Resources Family Medical Leave Act (FMLA) website.

Residents/fellows will be provided 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 resident/fellow is required to report to the program.

Residents/fellows will be provided 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. Any additional leaves of absence (outside of the first six weeks) may not be paid.

Training may be extended to meet board certification requirements.

Residents/fellows will be provided 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.

Any unused vacation/sick time available at the start of the leave will be exhausted. Additional paid time will be granted to the resident/fellow to meet the minimum of six weeks paid time. If the resident has previously used vacation time prior to the leave the '7th' week is deemed as already been provided and not eligible to the resident. However, if no vacation time has been used prior to the leave, then the resident is eligible to receive the additional one week of paid time off (i.e., 7th week) within the same academic year.

Residents/fellows will have continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence.

Programs must ensure that its residents/fellows are provided accurate information in writing regarding the impact of an extended leave of absence and 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). It is the responsibility of the Program Directors and residents/fellows to make certain all requirements for training days are met for their specialty board for future certification.

Professional Development Leave Time

Residents/fellows will be provided up to seven (7) days for attending national meetings, conferences or seminars for professional development purposes with the permission 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 vacation paid time off can be taken.

Paid time off to attend national meetings or educational conferences will be at the discretion of the Program Director.

Time off for interviews must be charged to vacation time.

Time off and holiday assignments may be affected by agreements between rotation hosts (department or hospital systems) and home programs 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, as long as denial is not in contrary to FMLA in accordance with federal law.

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: *Shaza Aouthmany, M.D.* Chair, Graduate Medical Education Committee *Imran Ali, M.D.* Dean, College of Medicine and Life Sciences Review/Revision Completed by: *Graduate Medical Education Committee*	Policies Superseded by This Policy: • None Initial effective date: 5/5/15 Review/Revision Date: Revised 5/17, Revised 5/7/19, Revised 12/3/19, Revised 8/26/2022, Revised 10/2026 Next review date: 10/2029

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