



VALLEY HEALTH TEAM
Family Medicine Residency Program

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| Section: | <i>Family Medicine Residency Program</i> |
| Document Number: | <i>GME009</i> |
| Title: | <i>Vacation and Leave Policy</i> |
| Responsible Department: | <i>Graduate Medical Education</i> |
| Created: | <i>07/12/2016</i> |
| Revised: | <i>04/16/2019</i> |
| Superseded: | <i>07/12/2016</i> |
| GMEC Approved: | <i>05/23/2019</i> |
| Board of Directors Approved: | <i>07/18/2019</i> |
| Effective: | <i>07/19/2019</i> |
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POLICY:

The vacation and leave policy complies with Valley Health Team, Inc. (VHT) institutional policy and applicable laws (e.g., FMLA).

SCOPE:

This policy applies to all VHT accredited residency programs in all clinical learning environments.

PURPOSE:

The purpose of this policy is to establish guidelines for leaves of absence in accordance with federal law, state law, and institutional policies.

PROCEDURE:

All residents receive three weeks (120 hours) of vacation per annual contract term, and one week (40 hours) of educational leave. Educational (CME) leave is time away from regular clinical duties set aside for educational purposes as described in the current VHT Resident Handbook. Each year the Program Coordinator or Program Director will designate a deadline for submission of vacation and CME requests sometime after the release of the block rotation schedule assignments. Failure to turn in all vacation and CME leave time requests may result in pre-assignment of vacation leave time, as time will not roll over into the next academic year. PGY1's will have vacation and educational leave time pre-assigned.

The *Excused Absence Request* is an official form that is used by the Program Coordinator, Program Director and payroll to process requests for scheduled leave. It is the responsibility of the resident to ensure that the form is filled out completely and approved appropriately. All signatures must be obtained by the resident and the form must be returned to the Program Coordinator, or vacation/leave will not be granted.

The following signatures must be obtained:

- Resident signature



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- Program Director

Residents are responsible for clearing all call schedules that may be assigned during the week. The completed leave request form should be returned to the Coordinator. The Chief Residents and Program Director will evaluate the request, implement changes as needed and will notify the appropriate VHT staff so changes can be made to your schedule. Approved time off requests are reflected on the Rotation Block schedule. Residents should confirm their vacations and CME time are accurately reflected on Amion. VHT will not be held responsible for travel or other arrangements or costs incurred due to unapproved leave requests. Residents that do not report to work when scheduled are subject to the backup call system policy and disciplinary action.

Educational (CME) Leave

Senior residents are expected to utilize their educational leave for educational activities of merit and relevance to the practice of family medicine. Residents may take time off for Board preparation or other approved CME course as an appropriate use of continuing education time after receiving approval from the Program Director. When submitting a time off request form for CME, you must indicate the dates and the name of the activity in which you will be participating. Approval of CME activities is at the sole discretion of the Program Director and is to be in accordance with VHT policy.

USMLE III/COMLEX III

All PGY1 residents will be assigned a one week block during which they are expected to use CME time off to prepare for and take their USMLE/COMLEX examinations. Residents may elect to take their exam before this designated CME time off. Residents must evaluate their respective block schedules and scheduled time off to allow time to retake the exam if necessary. Residents that do not have passing USMLE/COMLEX III results by June 30 of the academic year will not have their contract renewed.

Guidelines for Leave

The following guidelines pertain to vacation and educational leave. All vacations and CME requests must be submitted to the Program Coordinator or Program Director by the



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established deadline.

Residents are responsible for obtaining all signatures as well as assuring timely completion and processing of the Excused Absence Request form. Forms left with other services and received after the submission deadline may not be approved. It is the responsibility of the resident to verify that vacation time or educational leave time can be taken during any specific rotation.

- a) PGY-1's will have vacations pre-assigned.

In order to receive credit for a rotation, residents cannot take off more than 25% of rotation block length rounded up to the nearest full day, (excluding call and weekend responsibilities.) For example, a 4-week block (20 weekdays) will have a maximum allowed leave of 5 weekdays. A 6-week block (30 weekdays) will have a maximum allowed leave time of 8 weekdays. The above calculations for leave time do NOT include weekend days where a resident may or may not have required clinical activity. While the program will attempt NOT to schedule the resident for weekend call activity around the requested vacation time, there is NO guarantee that residents will be free of weekend call activity before and/or after their scheduled vacation. Not reporting for call or weekend assignments will result in activation of the backup call system and disciplinary action.

- a) VHT values and respects the consideration of preceptors and other specialty services that provide time to meet the educational needs of residents. Residents are therefore expected to communicate to the preceptor at the beginning of each rotation his or her expected days off due to vacation or post-call requirements that would interfere with the days they are scheduled to work with them.

Exceptions to the above will be reviewed on a case-by-case basis with the residents' advisor, and Program Director. (For additional information on vacations and leave, please refer to Section regarding Limitations on Absences and the VHT Resident Handbook. The policy written here supersedes the PTO policy in the VHT Employee Handbook).

Extended Leave and Unscheduled Leaves of Absence



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Extended leave is defined as any absence from residency training for any reason that exceeds one week (7 calendar days). Individual requests for extended leave and/or leaves of absence will be reviewed on a case-by-case basis by the Program Director. If a resident is absent from training for more than one week (unscheduled), even if the resident is compensated during the absence using vacation and/or sick leave, the resident must meet with the Program Director for the purpose of determining whether their training time needs to be extended to ensure compliance with American Board Family Medicine (ABFM) requirements for duration of training.

VHT recognizes that PGY-3's may, on occasion, need to take a vacation day to participate in job interviews which may not be scheduled when vacation days are assigned. VHT will attempt to accommodate these requests, which should be made as soon as possible in writing with justification. The request should follow the procedures established for all other vacation and educational leave requests. These requests will be reviewed on a case-by-case basis by the resident's advisor, Program Coordinator, and/or Program Director. Residents who obtain coverage during their absence are more likely to have their requests approved.

Limitations on Absences

Residents must have a deep feeling of personal responsibility for the continuous, comprehensive care of their patients. Outside activities which interfere with the proper discharge of this responsibility are not permitted. Absence from the program for vacation, illness, personal business, leave, etc., must not exceed a combined total of one (1) month per academic year, to maintain compliance with specialty board requirements.

Resident schedules are typically divided into 4-week block rotations. To receive credit for a rotation, residents must be present for at least 75% of the rotation, except in unusual circumstances, which require the written prior approval of the residents' advisor and Program Director.

In accordance with ABFM Guidelines, no two vacation periods may be concurrent (e.g., last week of PGY-2 year and first week of the PGY-3 year in sequence). Annual vacations



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must be taken in the year of the service for which the vacation is granted. Vacation and CME periods do not accumulate from one academic year to another.

A resident does not have the option of reducing the total time required for the residency (36 calendar months) by foregoing vacation time.

Time off from the residency in excess of one month within the academic year (PGY-1, PGY-2 or PGY-3 year), must be made up before the resident advances to the next training level, and the time must be added to the projected date of completion of the required 36 months of training.

In cases where a resident leaves the program for any reason and such absence exceeds one month, the Program Director must inform the ABFM in writing of the resident's departure and return, and/or leave of absence. Absences which exceed two months in the PGY-2 and PGY-3 years violate the continuity of care requirement for Family Medicine. The Program Director may utilize various criteria to determine whether the resident will be granted a leave of absence, readmitted to the program and, if admitted, the training level at which the resident is to be readmitted. Approval from ABFM must be obtained prior to reentry.



Soyla A. Reyna-Griffin, CPA
Chief Executive Officer

7/18/2019
Date



Maggie Rubio
President, Board of Directors

7/18/19
Date