

OHSU Department of Medicine Internal Medicine Residency Program Leave Policies Exerpted from the Policy & Procedure Manual

D. Leave Policies (See Table Below)

When interpreting the below leave policies, keep in mind that the ABIM (American Board of Internal Medicine) mandates that a resident can only miss 91 days of training time over 3 years in order to complete residency on time. This includes vacation, interviews, education leave, FMLA, sick leave, etc (See Table).

i. Interview Leave Policy

Residents will often need to leave assigned rotations in order to pursue future employment. The department recognizes this and is committed to residents both realizing career goals in competitive positions, as well as maintaining the continuity and completeness of their medical education. Where possible, residents should attempt to schedule interviews during non-call months and on non-clinic days. Rescheduling of all continuity clinics should ideally occur 6 weeks in advance, but exceptions can be made on a case by case basis. Residents must obtain approval from the office of the Residency Program Director prior to confirmation of any plans. The program expects that residents attempt to find their own coverage whenever possible. The days that a resident spends traveling to and attending interviews and thus not doing their usual patient care and professional responsibilities can be categorized either as:

- **Non-Covered Days:** Days for which the resident has not arranged an exchange to cover patient care responsibilities.
- **Exchange Covered Days:** Days for which the resident has pre-arranged coverage via an exchange of work responsibilities with another resident.

Non-Covered Days: During the three years of residency, residents may use up to 10 days of interview leave for interviews or related activities during which they are absent from direct patient care and educational responsibilities. These 10 days may not occur during call months (ward, intensive care unit, and emergency department rotations). After permission is obtained from the Residency Program Director's office and the resident's team, they may occur during subspecialty consult rotations, geriatrics, Kaiser or ambulatory rotations. Residents should attempt to find coverage for these absences whenever possible (see exchange covered days below). If unable to find coverage, the first 10 days will not be counted toward the ABIM's 91 day limit on time away from training. If more than 10 non-covered days are required, residents must use available vacation days. If there are no vacation days available, additional interview days will be scheduled

as “Leave Without Pay” (LWOP), but only with prospective approval by the Residency Program Directors office. These additional non-covered days will added to the 91 day limit on time away from training.

Exchanged Covered Days: As opposed to the 10 days of non-covered leave described above, residents may use an unlimited number of days for which they have arranged exchanged coverage with another resident. Residents on Elective should be approached first for exchange coverage, given their limited clinical responsibilities. A resident on Jeopardy may not cover for an interviewee. Those residents agreeing to cover for an interviewing resident can not leave a ward, intensive care unit, emergency department, Kaiser, or a scheduled continuity clinic. Those residents agreeing to cover for an interviewing resident can leave a subspecialty consult, geriatrics, or an ambulatory block provided that they obtain permission from the supervisory faculty and have received approval from clinic staff (if an ambulatory block is affected). If the covering resident is assigned to practice coverage or VA interim clinic, the resident must obtain prior approval as soon as possible from the appropriate Continuity Clinic site director (Dr. Joseph Hardman at OHSU, and Dr. Linda Lucas at the VA). Additionally they need approval from the Residency Program Directors office. In return, the interviewing resident will repay these exchanged shifts from their days off, weekends, elective, and vacation time at some point during their residency.

ii. Family Medical Leave Act (FMLA) & Oregon Family Leave Act (OFLA)

Residents are allowed up to 12 weeks for Family Medical Leave for parental leave or medical illness. The specific OHSU policies regarding FMLA are located at:

http://ozone.ohsu.edu/policy/pac/chapt_3/3-25-015.htm

iii. Leave to Attend Regional, National or International Conferences (Educational and scholarship leave)

OHSU Education Leave Policy (Housestaff Contract)

Residents will be granted up to five (5) days off/year with pay to pursue educational opportunities, unless, as determined by the Program Director, the resident's educational needs would not be best served by the requested leave. Additional time off may be granted at program level and is at the sole discretion of the Program Director, taking into consideration program requirements and needs and, to the extent practical and reasonable, distributed comparably among program participants. Time away from work for the above approved education purposes will not count against the individual's vacation or training time allotment for the year.

a. Types of Educational Leave

i. Presentation of a Poster or Paper at Regional/National/ International Meetings

Residents will be granted leave for the amount of time necessary to present the paper/poster and do related travel. This type of leave must be approved by the Program Director's office at least six weeks in advance. Residents should find their own coverage for these absences; however, use of Jeopardy to cover call responsibilities may be appropriate in special circumstances. Such coverage must be approved by the Program Directors office. An individual resident cannot use more than 2 days of Jeopardy for this type of absence over three years. Coverage of all other clinical responsibilities must be arranged in advance by the resident. If the absence will result in missed continuity clinic, the clinic needs to be notified 6 weeks in advance, and the clinic will be rescheduled.

ii. Educational Conferences

(a) Specialty Sponsored Society Meetings and other Conferences

At the discretion of the Residency Program Director, with clear delineation of the unique offerings of the specific Society Meetings, residents may use their educational leave to attend such conferences. Attendance at specialty specific society meetings (e.g., American Society of Nephrology, Society of General Internal Medicine National Meeting) requires formal application to the Program Director's office at least 2 months in advance of the meeting date. If approved, all coverage arrangements are the resident's responsibility. These days will be counted as "Education" and not subtracted from vacation. Plans for coverage must be made by the resident and approved by the Program Directors. Ordinarily, attendance at CME conferences (including National ACP) will not be approved during residency.

(b) Regional ACP & SGIM Meetings

Residents on non-ward rotations may attend these meetings at the discretion and permission of the service attending for the month. It is the resident's responsibility to contact the attending in question at least 6 weeks in advance of the start of the rotation and to ensure that all clinical obligations (consult duties, continuity clinics, jeopardy) are addressed and covered or rescheduled. Since the Residency Program encourages the success of these

local societies, attending these meetings will count as education days and non-subtracted from vacation. There is no limit as to how many ACP & SGIM regional conferences residents can attend during the three years, as long as the above coverage issues have been addressed.

iv. **End of Training Leave (“Terminal Leave”) Policy**

Terminal leave is defined as leave occurring during the last days of training/employment, whereby a trainee will not be returning to work.

If a resident is required to be available to begin fellowship training on or before July 1 in the final year of residency in a city that requires relocation, they *must* use vacation (either fixed or flexible). Residents are responsible for arranging coverage of clinical duties for these days.

E. Religious holidays and observation.

Residents and interns may use vacation leave (fixed or flexed) to celebrate religious holidays or observe religious practices. If flexing vacation, the same rules apply in terms of coverage, notification, etc. (Section II.E.)

Leave Designation, Coverage, and Accounting of off-days

Type of leave	Training time ¹ (total possible days during 36 months of training)	Non-training time ² (total possible days during 36 months of training)	Coverage and scheduling	Leave accounting	Total possible non-training leave days ³ (during 36 months of training)
Vacation 2-week fixed		42	Scheduled	Vacation	42
Vacation 1-week fixed or flexible ^{4a}		21	Individually arranged	Vacation	21
Sick/FMLA ⁵		42	Jeopardy and scheduling ⁶	Sick leave, vacation	42
Interviews Jobs Fellowships Advanced degrees ⁷	10 non-covered, unlimited exchange covered	Non-covered days > 10	Trades, Elective	Days 1-10: paid Days >10: vacation then LWOP Exch. Covered: not counted and paid	28
Religious		X	Trades, vacation	Vacation	N/A
Educational Leave	5 days/year	N/A	Trades, Elective	N/A	N/A
Terminal leave (end of June)		X	Trades, elective, vacation	Vacation	Residual unused leave, with approval
ACLS and Exams	X	N/A	Trades, Elective	N/A	N/A
				Total leave allowed in 36 months of training (ABIM)	91

Footnotes:

¹ Leave falling under the training time category is not deducted from total leave time allowed over 36 months

² Leave falling under the non-training time category is deducted from the total leave time allowed over 36 months.

³ Total non-training time leave allowed over 36 months is 91 days. Any absences beyond 91 days will result in extension of the total residency training period beyond 6/30 of PGY3 year. This is an ABIM mandated policy, described in Section II. A above.

^{4a} Residents can elect for the one-week vacation to be scheduled in a fixed manner or flexible manner, as described in Section II.B.4, above. No more than one week vacation (fixed or flexed) can be taken from a given rotation.

⁵ Sick Leave/Family Medical Leave Act. OHSU provides 14 days of paid sick leave per year (42 days over three years). Sick leave in excess of this amount will come from vacation time and leave without pay. If a resident were to use all his/her sick leave and vacation days over a three year period (42 + 63 = 105), they would exceed the total non-training leave time allowed. ABIM training requirements would dictate extension of training after 6/30 of the PGY3 year.

⁶ Randomly used sick leave days will be covered by the jeopardy schedule. Prolonged preplanned sick leave/FMLA should be requested and scheduled in advance in accordance with OHSU policy.

⁷ Up to 10 non-covered days for interviews can be taken as interview leave and will be considered part of training time (and thus paid). Any remaining non-covered interview days will be taken from vacation then leave without pay. All non-covered interview days beyond the first 10 will be non-training time. You may use an unlimited number of exchanged covered interview days that will be paid and considered as training time.