



Policy Number: GME 20

Policy Title: Resident/Fellow Paid Time off

Policy Statement:

INTRODUCTION

OHSU provides paid-time off policies that support residents/fellows and are consistent with ACGME requirements. The following guidelines are provided to help to foster consistent and fair application of paid-time off across programs, while providing programs flexibility to address individual program needs.

EXPECTATIONS

- A. OHSU/SOM/GME: Establish and communicate paid-time off parameters at hire and annually thereafter.
- B. Program Management: Ensure paid-time off is consistent with that communicated to employee via contract and guidelines. Establish, communicate and equitably administer OHSU and programmatic paid time-off guidelines.
- C. Resident/fellow: Fulfill program requirements as it applies to time off, e.g. follow request procedures and ensure attendance is sufficient to satisfy program and board requirements.

GUIDELINES

- A. Vacation: Each resident/fellow is granted fifteen (15) days (Monday – Friday) of vacation leave for their academic year. Unused vacation will not carry over from year to year and residents/fellows must use or lose their vacation time. Additional time off may be granted at program level at the sole discretion of the Program Director, taking into consideration program needs and, to the extent practical and reasonable, distributed comparably among program participants.
- B. Vacation Scheduling: Residents/fellows will be allowed the opportunity to schedule seven (7) consecutive days off (5 vacation days M-F, 2 weekend days) at any one time, three (3) times per year. The resident/fellow and the program may mutually agree to vacation schedule variations, e.g. split a seven-day period, two consecutive seven-day periods, etc. The program will establish a method for the equitable distribution of vacation among residents/fellows.
- C. Sick Leave: Residents/fellows are eligible for up to 15 work days off with pay for their academic year for qualified absences. Sick leave will carry over from year to year. Unused sick leave is not paid to the resident/fellow upon separation from OHSU. Sick accruals are transferred to a new position at OHSU when hired or rehired within twelve months. Sick leave may be used for a period of absence from service that is due to the employee's illness, injury, medical condition, necessity for medical or dental care, preventive care from a healthcare provider, or attendance upon members of the employee's immediate family (employee's parents, spouse, children, brother, sister, grandmother, grandfather, son-in-law, daughter-in-law, parent-in-law, registered domestic partner, or another



member of the immediate household – consistent with OHSU Policy 03-25-17.)

In addition, eligible employees may utilize accrued sick leave for the following protected leaves found at this link: <https://o2.ohsu.edu/human-resources/benefits/time-away-from-work/index.cfm>

Per OHSU HR policies, all employees are expected to consistently and regularly report for work as scheduled and be on time. Unscheduled absences disrupt the smooth and efficient operation of the department and may result in disciplinary action up to and include termination of employment.

Employee Expectations:

- ✓ Report to work on time and be in attendance for entire work period on a regular and consistent basis.
- ✓ Understand that excessive and/or unauthorized absences are unacceptable, including unprotected absences for bona fide illness, and are cause for disciplinary action, up to and including termination.
- ✓ Apply for FMLA/OFLA or other protected leave in a timely manner, when appropriate, as detailed here.
- ✓ Maintain sufficient sick accruals to cover work time missed due to illness. The availability and use of accrued sick leave does not, alone, protect an employee from disciplinary action.
- ✓ Schedule medical appointments in advance whenever possible.
- ✓ Only time spent in transit to and from, in addition to the time spent in attendance of a medical appointment, may be covered by sick leave accruals.
- ✓ Provide certification from a health care provider when requested as allowed by law or OHSU Policy to validate illness, injury or ability to safely return to work.

Your program will provide a statement of your sick leave balance quarterly.

- D. Sick Leave Scheduling: Predictable absences should be requested in advance. Those covered by medical leave laws require 30 days advance notice for foreseeable leaves. Residents/fellows should call The Standard: 1 800 378-2390 or the HR Benefits Department (503) 494-6476 and the GME Office to request leaves protected by law. Residents/fellows will communicate unforeseeable absences in accordance with Program reporting requirements as soon as practical, given the circumstances.
- E. Holiday Leave: Residents/fellows will be granted up to nine (9) holidays each year per OHSU Policy 03-25-025. These holidays currently include: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Day. Since OHSU's and affiliated site's clinical activities function 24/7, it may be required that residents/fellows work on recognized holidays. The programs should have processes/procedures in place to share the holiday work as evenly as possible within the scheduling constraints of the program, understanding that it is not possible to provide equal holidays off for all residents/fellows.

If residents/fellows take vacation time during which one of these paid holiday occurs, they must be allowed to use the paid holiday in lieu of using a vacation day. The unused vacation day must be



School of Medicine Policy

Policy Number: GME 20
Effective Date: 8/2/2018

allowed to be applied to another day or vacation block. The unused vacation day may also be allowed to be applied to education leave upon the approval of the program director.

Eligible employees who are scheduled to work at the VA on Veterans Day (Nov. 11) are entitled to a day of leave, providing they request the leave at least 21 days prior to Veterans Day. Employees are eligible if they are a US Veteran as defined under Oregon law (ORS 408.225). Veterans Day leave is unpaid; however, employees may use vacation or compensatory time accruals.

- F. Education Leave: Resident/fellows may be granted days off by their program director with pay to pursue additional educational opportunities (e.g. presenting research, academic meetings, leadership opportunities), as well as for fellowship or job interviews. Time away from training for education purposes greater than five week days per year could count against the individual's vacation allotment for the year.
- G. It is the program's and resident/fellow's joint responsibility to manage discretionary time off in a manner that does not jeopardize the resident/fellow's ability to satisfy board certification requirements. If necessary, training will be extended for residents/fellows to compensate for time loss due to absence in excess of that allowable to satisfy requirements of the ACGME or the board specific to their training.
- H. Residents/fellows are encouraged to work with their program leadership to resolve concerns related to paid time off. In the event a solution is not reached, the resident/fellow may direct concerns regarding these or program specific guidelines to the GME Office and/or Associate Dean for Graduate Medical Education.

Policy Owner: GMEC

Amendment/Approving Committee

Additional Resources

Form/Document	Use	Links

Version control

Version	Effective Date	Author	Description of Change
1	10/2010	GMEC	
2	8/2/2018	GMEC	More aligned with OHSU policies; verbiage modified for clarity



School of Medicine Policy

Policy Number: GME 20
Effective Date: 8/2/2018