

## OHSU Orthopaedics Residency Program – Leave Policy

Please note that we follow all OHSU and GME leave policies.

**Vacation:** Each resident 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 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.

**Vacation Scheduling:** Residents 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. At the program discretion all residents will be allowed to attend 5 days of educational conference time per year. The resident and the program may mutually agree to vacation schedule variations. The program will establish a method for the equitable distribution of vacation among residents.

**Sick Leave:** Residents 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 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.)

**Family/ Medical Leave:** Predictable absences should be requested in advance. Those covered by medical leave laws require 30 days advance notice for foreseeable leaves. Residents 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 will communicate unforeseeable absences in accordance with Program reporting requirements as soon as practical, given the circumstances.

**Parental Leave:** Each parental leave will be addressed on an individual basis in terms of scheduling. Any call missed during this time will be waived. Pregnancy or impending adoption should be reported to the Program Director as early as is reasonably feasible. As stated above, residents are eligible to use their sick time consisting of 15 paid work days off per academic year, in addition to vacation time consisting of 15 paid work days off per academic year. OHSU offers Oregon Family Leave at 6 months of employment and FMLA at 12 months, which entitles an employee up to 12 weeks of protected leave with benefits. The leave is only paid if sick and vacation accruals are used. The Program Director will work with the resident to adjust resident rotation scheduling as needed to best accommodate the anticipated resident leave. Other residents' schedules may also be adjusted to best accommodate needed leave. Accrued paid sick leave must be used first then vacation time.

As the ABOS requires 46 weeks of work per academic year, any leave time beyond 6 weeks may involve an adjustment to the duration of the resident's training. The ABOS's requirement has historically prevented extension of training by increments – such as 1-2 months rather than an academic year - and OHSU is involved in an effort to allow more flexibility, but our commitment to our learners is to ensure successful completion of residency training, passage of the relevant board examinations, and progress

into fellowship training and/or clinical practice in a timely manner.

The American Board of Orthopaedic Surgery states that:

“Each program may provide individual leave and vacation times for the resident in accordance with overall institutional policy. However, one year of credit must include no more than 50 weeks of full-time orthopaedic education per year; and at least 46 weeks of full time orthopaedic education per year; averaged over five years. Graduation prior to 60 months from initiation of training is not allowed.”

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.