



Policy Number: GME 20

Policy Title: Paid Time Off and Leave Policy

GENERAL PRINCIPLES

It is the joint responsibility of the program and house officer to manage discretionary time off in a manner that does not jeopardize the house officer's ability to satisfy board certification requirements. If necessary, training will be extended for house officers 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.

Each ACGME-accredited program must annually provide its house officers with:

- Accurate information detailing the house officer's amount of time away from the program (sick, vacation, professional days, etc.)
- If the time away may be utilized without causing an extension in training.
- The impact of an extended leave of absence upon the house officer's eligibility to participate in examinations by the relevant certifying board(s).

It is the responsibility of each program and house officer to ensure the house officer's use of paid time off and leave are accurately recorded as indicated by OHSU and GME.

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 including termination of employment. Refer to OHSU policy HC-SMM-102-POL which applies to all OHSU Healthcare workforce members. Part-time house officers receive the proportionate amount of leave, based on the percent and duration of the appointment.

Time Off

Time Off is composed of two components: *paid time off (vacation)* and *time off service*.

Paid Time Off (vacation): Paid time off applies to non-holiday days (Saturday–Sunday). House officers shall receive 28 days of paid time off, inclusive of weekend days, at the start of each academic year. Refer to Article 7 of the HOU contract for details on what constitutes time away, what days are counted in time away, and how to request, approve, and schedule leave. House officers are required to enter vacation and/or sick time into the OHSU timekeeping system during the pay period in which they are taking the leave accruals.

Time off service: Time off service applies to weekends, holidays, and routine week days off in compliance with ACGME requirements (minimum of one day in seven free of clinical work and required education [CPR VI.F.2]). Time off service is allocated at the sole discretion of the Program Director according to ACGME requirements and the needs and norms of the specialty. Additional time off service may be granted at Program Director discretion, taking into consideration program needs and ensuring equitable distribution among house officers to the extent practical and reasonable.

PROFESSIONAL LEAVE House officers receive five work days of Professional Leave with pay per academic year. Unused professional leave days may roll over from year to year. Refer to Article 7.5 of the HOU contract for details on professional leave.



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SICK LEAVE House officers receive fifteen (15) working days of Sick Leave at the start of each academic year. Refer to Article 7.3 of the HOU contract for details on requesting, approving, and scheduling leave.

Sick leave applies to any day during which a house officer is scheduled to be on service.

PERSONAL LEAVE OF ABSENCE

With the approval of their Program Director, a house officer may be granted a Personal Leave without pay when other leave balances have been exhausted, for the house officer's convenience, but in granting the Leave, the best interests of the training program shall be considered.

Personal Leave(s) may be granted for personal needs not otherwise specifically provided for by this contract.

The Training Program Director may approve a Personal Leave for a period not in excess of six (6) months. The Associate Dean for Graduate Medical Education may grant individual exceptions to the 6-month limit.

House officers who are the intended parent of a newborn or a newly adopted child are encouraged to apply for Paid Leave Oregon benefits and may use accrued vacation or sick leave to supplement those benefits.

APPROVED MEDICAL, PARENTAL and CAREGIVER LEAVE

All house officers are eligible for one allotment of six weeks of medical, parental, and caregiver leave of absence for qualifying reasons consistent with applicable laws at any time during their ACGME-accredited program, starting the day the house officer is required to report. These six weeks can be continuous or intermittent. These six weeks of leave will be paid at 100% of salary through a mix of Paid Leave Oregon benefits, vacation, and/or sick accruals. If the house officer has exhausted their vacation and sick accruals prior to needing medical, parental, or caregiver leave, pay will be provided through OHSU or Paid Leave Oregon benefits first and then will be paid from alternate sources. House officers and their eligible dependents' health and disability insurance benefits will be continued through this leave. If the house officer changes ACGME programs (e.g. graduates from an ACGME residency and begins an ACGME fellowship at OHSU), this six weeks resets.

To request medical, parental or caregiver leave, contact the GME Office. Approval will be in alignment with all institutional policies and state and federal laws.

In addition, house officers will be provided with a minimum of one week of paid time off reserved for use within the same academic year and outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.

A pregnant house officer and their Program Director, in conjunction with the office of Employee Leave and Accommodations, may discuss how to modify the house officer's duties and/or schedule to accommodate the pregnancy.

The Employer will comply with all applicable laws related to pregnancy, lactation, and family leave. (OHSU Policy 03-25-014.)



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FAMILY AND MEDICAL LEAVE

A house officer who starts their residency at another institution because the Employer does not offer a specialty requirement and who subsequently begins employment at OHSU will be credited with their time at the other institution for the purpose of determining whether they are eligible for protected leave under FMLA and/or OFLA.

HOLIDAY LEAVE

House officers will be granted holidays in accordance with the HOU contract. Since OHSU's and affiliated site's clinical activities function 24/7, it may be required that house officers work on recognized holidays. Each program 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 house officers. Refer to Article 7.8.1 for details on how this process/procedure for equitably distributing holidays should be approached, with the understanding that house officers may request an alternative procedure for distribution of holidays, should their request fit the criteria pursuant to HOU Article 7.8.

In work areas operating predominantly on a 24/7 operations schedule, the recognized holiday shall be the actual holiday rather than the observed holiday (e.g., January 1 for New Year's Day, July 4 for Independence Day).

Refer to Article 7.8 of the HOU contract for details on distribution of holiday leave and requests from house officers for alternative procedure for holiday distribution.

- A. House officers are subject to OHSU's policies for the following leaves:
03-25-012 | Bone Marrow Donor Leave
03-25-015 | Family and Medical Leave
03-25-017 | Bereavement Leave
03-25-018 | Leave for Victims of Certain Crimes
03-25-020 | Military and Veterans Day Leave
03-25-022 | Leave for Jury Duty

Policy Owner: GMEC

Amendment/Approving Committee: GMEC

Additional Resources

Table with 3 columns: Form/Document, Use, Links. Rows include OHSU Healthcare Workforce Attendance and OHSU_HOU contract.



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Policy 03-25-020 Veterans Day Leave		https://o2.ohsu.edu/policies-and-compliance/ohsu-policy-manual/chapter-3-human-resources/ohsu-policy-03-25-020.cfm
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Version control

Version	Effective Date	Author	Description of Change
1	10/2010	GMEC	
2	8/2/2018	GMEC	
3	4/18/2019	GMEC/HR	Adding Paid Parental Leave
4	7/21/2022	GMEC/HR	Updates; combined with GMEC 16: Leave Policy; Updated to reflect ACGME CPR changes effective 7/1/22
5	3/21/2024	GMEC	Updates to incorporate new HOU contract language and remove Paid Parental Leave.