Time away from Residency

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Policy

Residents are entitled to paid time off in accordance with program accreditation requirements and WSU Human Resource benefits.

Effect upon the Graduate Medical Education Program

Promotion or program completion of a GME program may be affected by time off, based on the length of leave and the educational requirements of the program. Accreditation agencies and specialty colleges may have specific requirements regarding the amount of time a resident must be engaged in training to qualify for promotion, program completion or board certification. Information related to eligibility for specialty board examinations is available through each specialty college and may be accessed through the ABMS (www.abms.org). The program director must inform the resident of any specialty-specific board requirements that may be impacted by any leave of absence or excessive time away from the program.

Procedure

Vacation Bank
Through their WSU benefits, all residents are eligible for 150 hours (20 days), of time off from their residency for vacation per contract year.

- All vacation time must be approved in advance by the program director.
- Vacation time does not accumulate, and must be used by the end of the residents’ PGY anniversary date.
- No vacation bank payout upon termination (graduation).

Disability Bank
Through their WSU benefits, all residents are eligible for 165 hours (22 days) of disability per year. An additional 165 hours is placed into one’s disability bank every anniversary date.

- Maximum accrual of disability bank is 990 hours (132 days)
- Disability bank can be utilized immediately
- No disability payout upon termination (graduation) from the program

The following are the types of leave deducted from this bank:
Bereavement Leave
Resident shall be granted, upon request to the program director, up to 37.5 hours (five days) to attend the funeral of an immediate family member.

Resident shall be granted, upon request to the program director, up to 7.5 hours (one day) to attend the funeral of a non-family member.

Other Time Off
15 hours (two days) per year, after initial six months of service, that may be used for any purpose.
15 hours (two consecutive days) of emergency care for immediate family, per occurrence.
When approved by the program director any time taken for interviews should be drawn from these categories.

Program Responsibility:

The program is responsible for defining and communicating (in the program manual) the following items, including but not limited to:

- The vacation, personal and/or sick time allocation.
- The process for requesting time off.

Programs are responsible for tracking time off for all leaves (vacation, sick, personal, bereavement or other time off) to ensure that specialty board requirements are met prior to graduation from the program. This tracking shall be done through the program specific tracking database that is maintained on the WSU GME SharePoint site.

Jury Duty

Policy
The WSU GME endorses the desire of residents to serve their civic duties, including, but not limited to, presenting themselves for jury duty.

Procedure
When residents receive a summons, subpoena or other legal notice for appearance, they must notify their supervisor promptly. If their continued presence is crucial to the operation of the department, the supervisor is authorized to furnish a letter (addressed to the presiding judge) requesting that the resident be excused and providing a full explanation for that request. If that request is denied, WSU policy enables the resident to fulfill one’s civic responsibility of serving on juries or appearing as a subpoenaed witness without loss of pay or benefits. All GME residents are eligible for this benefit. The resident’s supervisor will approve the absence and consider it an “authorized absence with full pay.” When the resident returns to work, he/she must submit proof of appearance, including complete dates.

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1 Immediate family member shall be defined as: Husband, wife, father, mother, brother, sister, son, step-son, daughter, step-daughter, grandmother, grandfather, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law. Aunts, uncles, nieces, nephews, and cousins shall be considered members of the immediate family only if living in the employee’s immediate household.
of service. (see § “Time away from residency” — Effect upon the Graduate Medical Education Program).

**Family Medical Leave Act (FMLA)**

**Policy**

Under the Family Medical Leave Act, a resident may be eligible to take up to 12 weeks of job-protected unpaid leave, or substitute appropriate paid leave if earned, for a family or personal serious health condition that qualifies under the FMLA or to care for a child or newly adopted child. See the university’s FMLA policy, located at [http://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act.php](http://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act.php) for details and eligibility requirements.

**Procedure**

- Discuss the need for FMLA with the program director. In the case of foreseeable FMLA, a trainee must give 30-days’ notice to his or her program director. In situations where the need for FMLA is not foreseeable, trainees are required to give written notice to the program director as soon as practical.
- After informing their program of their need to take FMLA the resident must: call 1-877-GO2-FMLA (1-877-462-3652), or log onto [www.fmlasource.com](http://www.fmlasource.com) or [www.hr.wayne.edu/esc](http://www.hr.wayne.edu/esc) to start the leave process.
- FMLA paperwork must not come to Program directors, Coordinators or the GME office. Once the resident makes a request in the FMLA Source website; the system generates all documents needed — for example notification and approval/denial of FMLA. Those notices will be sent to HR and HR will send the appropriate information to the GME office, so they can forward information to the Program as necessary.
- Residents will be asked to follow this process even if they may not be eligible for FMLA to ensure that all of the required information for their leave is collected by the Human Resources Department.
- Residents who take leave because of their own serious health condition or to give birth to a child, must use paid leave before being eligible for unpaid leave in the following order:
  - Accrued Illness Banks (see “Time away from residency” — Disability Bank).
  - Vacation Banks (see “Time away from residency” — Vacation Bank).
- Residents who take a service member family leave or a leave for the birth, adoption or foster care of a child or to care for a seriously ill spouse, child, or parent, must use all accrued vacation before being eligible for unpaid leave.

**Leaves of Absence**

**Policy**

It is the policy of WSU to comply with federal, state and local rules and regulations related to the administration and implementation of leaves of absence programs and to be consistent in the communication and application of such programs. The GME programs adhere to the following WSU
Residents are eligible, if needed, to take a personal leave of absence after one (1) year of service. This type of leave is not related to FMLA leaves.

Vacation time must be exhausted while on a personal leave. Once vacation time is exhausted the remaining leave will be unpaid, medical benefits may be terminated once an employee is absent without pay for more than 20 working days.

Procedure
To initiate a leave, the trainee must:

- Discuss the need for leave with the program director. In the case of foreseeable leaves, a trainee must give 30-days’ notice to his or her program director. In situations where the need for leave is not foreseeable, trainees are required to give written notice to the program director as soon as practical. In a medical emergency, a verbal notice may be acceptable, with written doctor’s note submitted as soon as practical.
- Contact the Graduate Medical Education office to discuss procedures.
- The Program administrator will track absences so that all program requirements are met (see “Time away from residency” — Effect upon the Graduate Medical Education Program).