UF College of Medicine UNIVERSITY of FLORIDA

Office of Graduate Medical Education Policy Manual

Policy	Time Away from Training and Leave
Effective Date	07/01/2023

I. POLICY STATEMENT

The University of Florida College of Medicine shall seek to provide its residents and fellows (hereinafter "Housestaff") with appropriate time off to ensure the Housestaff's well-being and to comply with the policies and applicable requirements for accreditation and/or specific specialty/subspecialty board certification. Furthermore, any time away from training must adhere to the department and/or program policies.

II. REASON FOR POLICY

The purpose of this policy is to establish guidelines for leaves of absence in accordance with federal law, state law, and institutional policies. Full leave benefits will be given to Housestaff at 0.75-1.0 full-time equivalent (FTE). For individuals at less than 0.75 FTE, leave will be prorated.

III. SCOPE

This policy applies to all Housestaff in training programs accredited by the Accreditation Council for Graduate Medical Education (ACGME), or approved by the American Board of Medical Specialties (ABMS), and sponsored by the UF College of Medicine.

IV. DEFINITION OF TERMS

a. **Immediate Family** - For the purpose of this policy, "immediate family" is defined as a Housestaff's spouse, domestic partner, great-grandparent, grandparent, parent, brother, sister, child, grandchild, or the grandparent, parent, brother, sister, child, grandchild, or great-grandchild of the Housestaff's spouse or domestic partner, or the spouse or domestic partner of any of them. This also includes individuals for whom the Housestaff is the current legal guardian.

b. **Planned Absence** – number of days of advance notice needed in order to be approved is at the discretion of the program

c. **Rolling Time –** the total of the preceding time period; i.e. a rolling year would include leave taken during the preceding 12 months

d. **Unplanned Absence** – notice must be given as soon as is reasonably possible, may or may not require approval

V. PROCEDURES

a. Requests for Time Away from Training (Leave Requests)

i. Whenever possible Housestaff should provide as much notice as possible for absences of any type. Consideration of clinical schedules, rotations, and continuity of care, require as much notice as possible.

ii. Housestaff must submit requests in accordance with Program and department procedure and policies. Housestaff should submit leave requests in a timely fashion, especially if rotating on another service and coverage must be arranged.

iii. Program Directors must approve all leave requests.

iv. Leave will be granted and charged in one-day increments for each workday of leave requested and approved. All leaves of absence must be reported in New Innovations within 45 days of the planned absence and within 10 days of an unplanned absence.

v. Moonlighting while on leave is prohibited

vi. Leave resulting from a credentialing issue or disciplinary action must be coordinated with and reported to the DIO and COM Human Resources.

vii. Housestaff are responsible for reviewing with the Program Director the impact of leave on board eligibility.

b. Leave Categories and Allocations

i. **Vacation** – Housestaff will be provided 15 vacation days per contract year. Vacation time does not accrue from year to year and there is no provision of compensation in lieu of time off. Vacation time does not carry forward, although exceptions may be made on an individual basis when specifically allowed by the program's certification board and approved in advance by the Program Director. In the event a Housestaff leaves and does not complete a full year of training, vacation time shall be pro-rated at one week per quarter and time owed can be taken as terminal vacation. Time that has been taken will not be required to be paid back.

ii. **Sick** - Housestaff will be provided 10 sick days per contract year. Sick time does not accrue from year to year and there is no provision of compensation in lieu of time off. Sick leave may be approved for time off from work because of your exposure to a contagious disease that may endanger others, for your personal visits to doctors or dentists, and for your personal illness which includes disability caused, or contributed to, by pregnancy.

Additionally, sick leave may be used in reasonable amounts for illness, injury, or death within your immediate family, pending the Program Director's approval. In instances of a serious medical condition of the Housestaff or a member of the Housestaff's immediate family, Housestaff may be eligible for an extended medical leave of absence under the Family and Medical Leave Act (FMLA).

For sick leave absences of more than 3 days per rolling month, a supervisor may request a doctor's note to document the need for leave. This does not apply to Housestaff on approved FMLA, Parental Leave, and/or extended Leave of absence. A doctor's note may be requested at any time for individuals who call out for sick leave who are on call or night float.

iii. **Parental/Medical Leave** – Housestaff may be provided up to **30** consecutive days (6 weeks) of paid leave in a rolling 12-month period. Parental/Medical Leave time does not accrue from year to year and there is no provision to compensation in lieu of time off. Housestaff can use this time to cover absences related to parental leave (birth, adoption, fostering), a personal illness/injury, an immediate family member's illness/injury. Housestaff are not required to exhaust their accrued leave in order to use this benefit. Program may require use of this leave in full week increments, based on the Housestaff's regularly scheduled work week. Eligibility for medical leave will require a medical certification from the resident's or resident's immediate family member's physician and will be approved under the same conditions provided under the Family Medical Leave Act.

iv. **Professional Development Leave** - This leave is determined and granted by the individual Program Directors. Time spent attending professional meetings, conferences, job or fellowship interviews, or taking board examinations or other examinations is not counted as vacation time provided the time is approved in advance by the Program Director and does not exceed the program's allotted limit.

v. **Bereavement Leave** - Housestaff may take up to 2 days per contract year to grieve for the loss of an immediate family member, as defined by this policy.

vi. **Domestic Violence Leave** - Housestaff may be provided up to 3 days per contract year if the Housestaff or a family or household member is a victim of domestic violence. Except in cases of imminent danger to the health or safety of the Housestaff or to the health or safety of a family or household member, Housestaff seeking Domestic Violence leave must provide his or her employer advanced notice of the leave. Domestic Violence leave is unpaid, however, Housestaff are permitted to use vacation or sick leave, if available. In the event that the Housestaff does not have sufficient leave hours to cover the event, the leave that is not covered will be unpaid. All information relating to the leave is confidential and exempt from disclosure.

vii. **Jury Duty Leave** – Housestaff summoned for jury duty will be granted paid leave for all hours required for such duty, not to exceed the number

of hours in the Housestaff's scheduled shift. If jury duty does not require absence for the entire workday, the Housestaff should return to work, as scheduled, immediately upon release by the court.

The university will not reimburse Housestaff for meals, lodging, and travel expenses while serving as a juror. However, any jury fees paid may be kept by the Housestaff. If the Housestaff's court appearance does not coincide with his or her regular work schedule, the Housestaff typically still shall be granted paid leave based on the total duty hours and current rotation schedule.

viii. **Military Leave** - Housestaff will receive the necessary time off from training if called upon by the government for service in the U.S. Armed Forces. Leave will be unpaid, however, Housestaff may use sick and vacation leave during the time on active duty and health insurance will remain in effect for dependents during the period of active duty for a period of up to one year.

For Housestaff in good standing, re-entry into the program upon completion of any military time shall be guaranteed by the Program Director of the program in which the trainee was granted the leave of absence. The postgraduate level at which the trainee returns to the program shall be at the discretion of the Program Director. The total leave period must be approved by the Program Director and communicated to the DIO and COM Human Resources.

ix. **Extended Leave of Absence -** A leave of absence for personal or professional reasons will be considered on a case-by-case basis. Written consent must be obtained from the Program Director and the DIO. Continuation of salary is at the discretion of the Chair of the Department. Benefits, however, will not continue for more than six (6) months.

c. Qualifying Time for Board Requirements & Make-up Time

i. If it is determined that training experience necessary to satisfy American Board requirements is lacking and the resident must gain such experience, the pay status of the time spent in making up training will be determined prior to commencement of the make-up activity.

Appendix A – Summary of Leave Allocations Per Contract Year for UF COM Housestaff

Leave Category	Type	Allowance
Vacation	Planned	Up to 15 days
Sick	Planned or Unplanned	Up to 10 days
Parental/Medical	Planned or Unplanned	Up to 30 days (6 weeks)
Professional Development	Planned	Varies by program, typically 5 days
Bereavement	Unplanned	Up to 2 days
Domestic Violence	Planned or Unplanned	Up to 3 days
Jury	Planned	As ordered
Military	Planned or Unplanned	As ordered
Extended Leave (unpaid)	Planned or Unplanned	Up to 6 months

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