

UND Family Medicine Residency, Fargo

Resident Leave Policy

RESIDENT LEAVE (TIME OFF) POLICY

A. Purpose

The purpose of this policy is to ensure that there is a fair and equitable system to regulate residents' leave, to optimize resident education, and to ensure safe patient care. This policy complies with provisions of the resident contract, requirements of the Accreditation Council for Graduate Medical Education (ACGME), policies of the University of North Dakota School of Medicine and Health Sciences Graduate Medical Education Committee, and certification policies of the American Board of Family Medicine (ABFM).

B. Policy

1. The programs will follow the UND GME [Leave Policy for Residents](#) (please review details on the linked web page). The programs will abide by the [ABFM's policy](#) on Leave of Absence and Vacations.
2. Time Off (Vacation or Professional)
 - a. Time off may be requested in increments of two day (minimum) to three weeks (maximum). All time off should be continuous within the rotation.
 - b. Time off of more than two days duration must occur at the beginning or end of a rotation in order to minimize disruption to educational experiences.
 - c. Time off meetings that conflict with required hospital or clinic orientation activities will not be approved.
 - d. Time off during Inpatient Medicine, ICU at Sanford will not be approved. Other required rotations will have limited vacations as indicated within the handbook. Time off for vacation and/or meetings totaling not more than one week may be requested during other required one-month rotations.
 - e. A continuous vacation period of more than two weeks is allowable only if the vacation is divided between consecutive calendar months AND time off for vacation of the requested duration is allowed during the assigned rotations.
 - f. Residents must request time off by requesting the days within QGENDA and within the Requests for leave should follow with the indicated leave requested deadline as indicated within the handbook, but a minimum of 60 days in advance under most circumstances. All leave requests must be approved by:
 - i. the program administrator or designee; or
 - ii. the program director.
 - i. Time off requests for vacation or meetings that are submitted less than 60 days in advance must also be approved by the program director AND the supervising faculty

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of the assigned rotation. It is the resident's responsibility to obtain this approval. Late requests will not be approved if they would cause undue inconveniences for clinic patients, other residents, or supervising faculty.

- j. Residents will be notified of final approval of a leave request through the scheduling platform. Residents should not confirm any travel plans (i.e. purchase of non-refundable airline tickets) before they receive this email message. Residents who make travel plans before their leave request is approved do so at their own risk.
3. Sick Leave
 - a. Residents who are unable to attend to their responsibilities during assigned duty hours because of personal or dependent illness must notify the program coordinator by via email as soon as possible. **It is the resident's responsibility to notify their attending and/or senior of that rotation.** If the resident is scheduled for clinic, they must contact the clinic line and leave a message.
 - b. Residents shall provide medical verification for absences due to illness when requested.
 4. No faculty member, staff, or resident may approve leave independently except the program director or program administrator. Specifically, the supervising faculty on any rotation cannot grant vacation or other leave. If a supervising faculty member is absent from duty for any reason, the resident must report to the Program Director for instructions.
 7. Violations of the provisions of this policy by a resident will be considered a breach of professionalism.