

**University of North Dakota School of Medicine & Health Sciences  
Graduate Medical Education**

**LEAVE POLICY FOR RESIDENTS**

1. **Vacation:** Residents shall receive 3 weeks (21 calendar days =15 weekdays + 6 weekend days) of paid vacation annually to be taken in periods of time mutually agreed upon by resident, training site, and Program Director. Vacation is non-cumulative from one year to the next.
2. **Meetings:** Residents may receive up to 7 calendar days (5 weekday + 2 weekend days) of paid leave for professional meetings, annually and non-cumulatively. Leave taken under this section *does not* count towards the thirty (30) days of allowable leave in paragraph 7.
3. **Sick Leave:** Residents will be given 12 calendar days of paid sick leave per calendar year for personal and dependent illness. Sick leave is noncumulative from one year to the next. Residents are responsible for notifying their program director of any absence because of illness. Residents shall provide medical verification for absences due to illness when requested. Residents who use all allotted sick leave may not meet ACGME or certification board requirements. Refer to Paragraph 7.
4. **Additional Sick Leave:** Additional *unpaid* sick leave may be granted with written permission from the resident's program director. Additional sick leave shall not be credited as training time and will result in makeup requirements as described in Paragraph 7.
5. **Parental Leave Policy:** Parental leave is granted for up to six weeks. That portion of the six weeks that can be taken, as available sick and vacation leave will be paid. That portion of the six weeks that is beyond available sick and vacation leave will be unpaid. Parental leave beyond six weeks may be granted for medical disability of the parent or newborn. Extended parental leave requires the special written permission of the program director. Appropriate medical documentation of the medical condition of a parent and/or newborn must be submitted with the request for extended parental leave. Parental leave applies to both fathers and mothers, to both natural and adoptive parents, and to both heterosexual and same-sex couples. A parental leave that results in a total time away from the training program of more than 30 days for all reasons will result a requirement to make up lost time. The resident may be subject to the provisions of Paragraph 7.
6. **Leave of Absence:** Unpaid leave of absence may be granted for individual resident need at the discretion of the Program Director. Residents who have completed one year in UND's residency program may use the Family Medical Leave Act up to 12 weeks of unpaid leave with benefits in a twelve month period for (1) The birth of a child, and to care for the newborn child; (2) the placement of a child through adoption or foster care, and to care for the child; (3) the care of a spouse, son, daughter, or parent with a serious health condition; and (4) for a serious health condition that makes the resident unable to perform one or more of the essential functions of position. Any leave of absence or unpaid leave shall not be credited as training time and will result in makeup requirements as described in Paragraph7.
7. **Makeup for Extended Leave:** The minimum amount of training time during the contract year is defined for some residencies by the Accreditation Council on Graduate Medical Education (ACGME) Program Requirements or by the requirements of relevant certification boards as 48 weeks or 11 months. In the case where any such requirements relative to a particular UNDSM & HS residency program are not specific, the allowable combined total of Vacation Leave, Sick

Leave, and any Additional Sick Leave taken during the contract year shall be 1 month (30 days). For combined leave totals that exceed this amount, residents shall be permitted to make up the excess amount or to have their program extended by an equivalent amount of time to meet the requirements of their residency program; however, for some programs, such an extension of program time may require the approval of the ACGME Residency Review Committee appropriate to that program. For combined leave exceeding 1 month, a review by the Residency Training Director shall be required. If it is determined that the resident has not made sufficient progress in the program due to the amount of training time missed in excess of the thirty (30) allowable days as set out in this paragraph, the resident may be required to make up training time.

8. **Funeral Leave:** An approved absence from work, with pay, of up to three days, may be provided to a resident to attend or make arrangements for a funeral, as a result of a death in the resident's family, or in the family of a resident's spouse.

*Family means* husband, wife, son, daughter, father, mother, stepparents, brother, sister, grandparents, grandchildren, stepchildren, foster parents, foster children, daughter-in-law, and son-in-law.

Funeral leave for residents working less than 40 hours per week will be prorated.

Funeral leave in this section counts towards the thirty (30) days of allowable leave in paragraph 7.

9. Leave (vacation, sick, meeting) shall not be subject to an accumulated "pay out" upon the completion of the program, transfer from the program, or upon the residents involuntary or voluntary termination from the program.