

Graduate Medical Education Leave Policy for Residents/Fellows

1. **Vacation:** Residents/Fellows shall receive 3 weeks (21 calendar days =15 weekdays + 6 weekend days) of paid vacation per contract year to be taken in periods of time mutually agreed upon by resident/fellow, training site, and Program Director.
2. **Meetings:** Residents/Fellows may receive up to 7 calendar days (5 weekday + 2 weekend days) of paid leave for professional meetings per contract year and non-cumulatively. Leave taken under this section *does not* count towards the thirty (30) days of allowable leave in Section 7 below.
3. **Sick Leave:** Residents/Fellows will be given 12 calendar days of paid sick leave per contract year for personal and dependent illness. Sick leave is noncumulative from one contract year to the next. Residents/Fellows are responsible for notifying their program director of any absence because of illness. Residents/Fellows shall provide medical verification for absences due to illness when requested. Residents/Fellows who use all allotted sick leave may not meet ACGME or certification board requirements. Refer to Section 7 below. If incapacity results in more than 3 days, the UND Long-Term Medical and Family Leave Policy will be followed. Residents/Fellows who do not qualify for FMLA leave may qualify for extended leave pursuant to federal law or within the discretion of the program.
4. **Additional Sick Leave:** Additional *unpaid* sick leave may be granted with written permission from the resident's/fellow's program director. If granted and if incapacity results in more than 3 days, the UND Long-Term Medical and Family Leave Policy will be followed (<https://und.policystat.com/policy/4413435/latest/>). Additional sick leave shall not be credited as training time and will result in makeup requirements as described in Section 7 below.
5. **Parental Leave Policy:** Refer to the UND Long-Term Medical and Family Leave Policy (<https://und.policystat.com/policy/4413435/latest/>). The resident/fellow may be subject to the provisions of Section 7 below.
6. **Leave of Absence:** Unpaid leave of absence may be granted for individual resident/fellow need at the discretion of the Program Director. For personal and family medical leave, refer to the UND Long-Term Medical and Family Leave Policy (<https://und.policystat.com/policy/4413435/latest/>). Any leave of absence or unpaid leave shall not be credited as training time and will result in makeup requirements as described in Section 7 below.
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 UND SMHS 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/fellows 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/fellow 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/fellow may be required to make up training time.

8. **Extended Leave without Makeup:** The following only applies to training programs of two years or more in duration. Refer to the residency/fellowship program's leave policy, which contains the specified requirements for each respective program. In accordance with their specialty/subspecialty's board requirements, each residency/fellowship program shall: 1) determine for how long an extended time away from training is allowable without extending training, and 2) establish the number of sick and vacation leave days that a resident/fellow may preserve while the remainder of paid sick and vacation leave days run concurrent with time away from training. Allowable time away is for the birth and care of a newborn, adopted, or foster child; care of an immediate family member (child, spouse or parent) with a serious health condition; or the resident's/fellow's own serious health condition.
9. **Funeral Leave:** An approved absence from work, with pay, of up to three days, may be provided to a resident/fellow to attend or make arrangements for a funeral, as a result of a death in the resident's/fellow's family, or in the family of a resident's/family'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/fellows 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 Section 7.

10. Leave (vacation, sick, meetings) shall not be subject to an accumulated "pay out" upon the completion of the program, transfer from the program, or upon the residents/fellows involuntary or voluntary termination from the program. Except as provided in Section 7 above, no leave balance shall carry over into a new contract, contract renewal, or contract extension.
11. Leave (vacation, sick, meetings) shall not carry over from one contract year to the next and must be used within the contract year.
12. Leave (vacation, sick, meetings) will be prorated for contract terms that are greater than or less than twelve months except when a term is greater than 12 months for the purpose of orientation.

Created: 2/6/97

Revision Date: 9/7/97

Revision Date: 8/8/00

Revision Date: 8/12/03

Revision Date: 4/15/04

Revision Date: 6/1/04

Revision Date: 6/10/08

Revision Date: 6/10/14

Revised by GMEC: 12/12/17

Revised by GMEC: 10/12/21