

**NEUROLOGY RESIDENCY PROGRAM**  
**LEAVE POLICY FOR RESIDENTS**  
**University of North Dakota School of Medicine & Health Sciences (UNDSMHS)**  
**Academic Year: 2022-2023**  
*Revised April 25, 2022*

**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 (UND GMEC), and certification policies of the American Board of Psychiatry and Neurology (ABPN).

**B. Application**

This policy applies to all PGY-2, PGY-3, and PGY-4 level residents in the Neurology Residency Program. Residents in their categorical PGY-1 level will adhere to the [Transitional Year Leave Policy](#) for their initial year of programming.

**C. Policy**

1. The programs will follow the [UND GME Leave Policy for Residents](#) (please review details on the linked web page). The program will abide by the [ABPN's Policy on Leave of Absence](#), which states "The ABPN requires that all programs allow a minimum of four weeks of leave time (including vacation, sick time, maternity/paternity leave, etc.) during training per year. These four weeks should be averaged over the four-year training period. Leave or vacation time may NOT be used to reduce the total amount of required residency training or to make up deficiencies in training. Programs must allow a minimum of 6 weeks of time away from training for purposes of parental, caregiver, and medical leave at least once during training, without exhausting all other allowed time away from training and without extending training. Within ABPN and ACGME policy guidelines, it is up to the Program Director and the program clinical competency committee to determine whether a given resident has met training requirements or must extend their period of training."
2. Vacation and Professional Leave:
  - a. Leave for vacation may be requested in increments of three (3) one-week requests. Each of these weeks will include 5 weekdays and 2 weekend days. The week of vacation will run from Monday morning to the following Monday morning. Each resident is required to take a minimum of one (1) of these weeks in the first six (6) months of each academic year (July 1-December 31) and one (1) week in the second six (6) months of each academic year (January 1-June 30). Residents may take up to two (2) weeks in each six-month block period. Professional leave (i.e., leave for professional events such as interviews,

academic conferences, or research presentation) may be requested in increments of one day (minimum) to seven days (maximum), annually and non-cumulatively.

- b. Leave for vacation or professional events that conflicts with required inpatient rotations will not be approved.
- c. All vacation leave requests should be submitted through the [QGenda scheduling system](#) and vacation leave requests deadlines are as follows:
  - May 30 (for Leave July-Dec)
  - October 31 (for Leave in Jan-June)
- d. Leave guidelines are detailed below:
  - No leave is permitted during these rotations:
    - a. Stroke
    - b. Adult General Neurology
    - c. Pediatric Neurology
- e. In addition to requested time-off, a holiday break schedule will be created. Each resident will receive a block of four consecutive days off either during the Thanksgiving, Christmas, and/or New Year's Day holidays, without the resident having to use vacation leave for this period per academic year.
- f. Requests for professional leave should be made 90 days prior to the time away request, also through QGenda. Professional leave does not count towards the thirty (30) days allowable leave in Section 7 of the [UND Leave policy](#).
- g. If a resident's allotted professional leave has already been used for the academic year, they must use vacation leave days for professional events. If the resident does not have available vacation or professional leave time, approval of leave without pay may be granted at the discretion of the Program Director.
- h. All leave requests must be approved by:
  - The Program Administrator or designee; and
  - The Program Director or designee.
- i. Any deviations from the leave guidelines for specific rotations must be approved by the Program Director first before a formal leave request is submitted through QGenda.
- j. It is the resident's responsibility to submit their leave requests and obtain approval in a timely manner. Late requests will not be approved if they would cause undue inconvenience for clinic patients, other residents, or supervising faculty.

- k. Residents will be notified of final approval of a leave request via an email message from the program. 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.
    - l. Vacation is non-cumulative from one year to the next.
- 3. Sick Leave:
  - a. Residents will be given 12 calendar days of paid sick leave per academic year for personal and dependent illness. Sick leave is noncumulative from one year to the next.
  - b. Residents are responsible for notifying their Program Director of any absence because of illness.
  - c. Residents shall provide medical verification for absences due to illness when requested.
  - d. Residents who use all allotted sick leave may not meet ACGME or certification board requirements. Refer to Section 6 and 7 of the [UND Leave policy](#). If incapacity results in more than 3 days, the UND Long-Term Medical and Family Leave Policy will be followed.
- 4. No faculty member, staff, or resident may approve leave independently except the Program Director. Specifically, the supervising attendings and or 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.
- 5. Additional Sick Leave: Additional unpaid sick leave may be granted with written permission from the resident'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. Additional sick leave shall not be credited as training time and will result in makeup requirements as described in Section 7 of the [UND Leave policy](#).
- 6. Parental Leave Policy: The department of Neurology parental leave policy is identical to the UND parental leave policy. Please see paragraph 5 in the [UND leave policy](#) for further details.
- 7. Leave of Absence: The department of Neurology leave of absence policy is identical to the UND leave of absence policy. Please see paragraph 6 in [UND Leave Policy](#).
- 8. Makeup for Extended Leave: *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 the Neurology Residency Program. For combine leave exceeding 1 month, a review by the Residency Program Director and the programs clinical competency committee 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 thirty (30) allowable days as set out in paragraph 7 in the [UND leave policy](#), the resident may be required to make up training time.

9. Funeral Policy: The department of Neurology funeral policy is identical to the UND funeral leave policy. Please see paragraph 8 in the [UND Leave Policy](#).
10. Professionalism: Violations of the provisions of this policy by a resident will be considered a breach of professionalism.