



**Community Memorial**  
HEALTHCARE

Origination 11/2017

Last 06/2024

Approved

Effective 06/2024

Last Revised 11/2023

Next Review 06/2027

Owner **Alberto Kywi:**  
Administrative  
Director

Area **Medical**  
Education

References **Ambulatory**  
Med, CCC,  
Ojai Hospital  
+ 1 more

## Resident Leave - Institutional, HS-GME028

### I. PURPOSE:

To establish fair and equitable guidelines governing paid and unpaid leaves in accordance with ACGME requirements, specialty board eligibility requirements, California Medical Board and the Osteopathic Medical Board of California requirements.

### II. POLICY:

- A. Graduate Medical Education will grant leave with pay to residents for a maximum of twenty (20) days or 160 hours per academic year.
- B. In accordance with ACGME institutional requirement IV.H.1.a), residents will be provided with a minimum of six weeks of approved medical, parental and caregiver leaves of absence for qualifying reasons consistent with applicable law **once** at any time during their residency. During the first instance of six weeks of approved medical, parental and caregiver leaves of absence for qualifying reasons, resident' paid leave allowance and long term sick leave allowance will not be affected. Additional leave, including disability, personal emergency, domestic violence, sexual assault or stalking, military duty, judicial duty, or bereavement leaves, will be governed by Community Memorial Health System Human Resource policies.
- C. The California Medical Board and the Osteopathic Medical Board of California require that in order to qualify for postgraduate medical license renewal in the State of California, applicants must demonstrate completion of 36 months of board approved postgraduate training, including 24-continuous months of training within the same program.
- D. The various specialty boards have published policies that accommodate the ACGME leave requirements and have clear direction regarding time allowed away from the residency. It is the resident's responsibility to educate themselves regarding their corresponding board's

requirements. Following are links to the various specialty Boards

**American Board of Internal Medicine:** <https://www.abim.org/Media/splbmcpce/policies-and-procedures.pdf>

**American Board of Surgery:** <https://www.absurgery.org/default.jsp?policygsleave>

**American Board of Family Medicine:**

<https://www.theabfm.org/become-certified/residency-training-guidelines/absence-Family-Leave-Policy>

**American Board of Psychiatry and Neurology:**

[https://www.abpn.com/wp-content/uploads/2020/07/2021\\_ABPN\\_General\\_Information\\_and\\_Board\\_Policies.pdf](https://www.abpn.com/wp-content/uploads/2020/07/2021_ABPN_General_Information_and_Board_Policies.pdf)

**American Board of Orthopedic Surgery:** <https://mailchi.mp/abos/inaugural-issue-of-the-orthopaedic-resident-e-newsletter>

### III. PROCEDURE:

- A. All resident leaves will be subject to ACGME Institutional Requirements and will be governed by GME and CMHS Human Resource Policies.
- B. During orientation, GME will make available to residents the leave guidelines specified by the Specialty Board eligibility requirements and State of California Medical Boards licensing requirements. Residents must be cognizant that these guidelines may change over time and should stay abreast of any changes. Residents interested in obtaining a medical license in another state must take responsibility for researching the other state's medical license requirements.
- C. Residencies will need to be extended as a result of leave(s) taken during residency as a result of a need to comply with California Medical Board licensing requirements, Osteopathic Medical Board of California licensing requirements and/or specialty board requirements.
- D. The various types of leave and their corresponding requirements are outlined below:

#### 1. **Paid Time Off:**

Residents requesting time off will obtain a Time Off Request form from their Program Coordinator, complete all required information, and return the form to the Program Coordinator. The Program Coordinator will obtain necessary signature approvals and verify available leave balance. **The resident should not make formal plans until the Time Off Request is approved.** Graduate Medical Education and Community Memorial Health System are not responsible for any financial losses incurred due to denial of time off. Verbal authorizations are not acceptable in lieu of following the above procedure.

A maximum of twenty (20) days or 160 hours will be granted with pay per academic year. Leave requests will be granted to residents in good standing; leave requests for residents on academic remediation will require approval from the Program Director and may be denied.

Time for attendance at educational conferences required by the program or for a resident to represent the program at a conference (e.g., presenting a paper or poster,

recruiting and/or program outreach) will be counted as clinical and educational work hours. Time spent away from the program that does not meet the ACGME definition of clinical and educational work hours will be counted as paid time off.

Time away from scheduled rotations for job interviews, board exams, meetings and discretionary conferences may be taken as paid time off.

All non-emergent leave is granted at the discretion of the Program Director and is based on the impact on the clinical rotation and resident education.

Leave requests must be received at least 30 days in advance on the appropriate Time Off Request form and submitted to the Program Coordinator. The Program Director (or designee) will provide written approval or denial.

When the leave is granted, it is the resident's responsibility to review the call schedule. If the leave coincides with assigned call time, the resident must find another resident to cover the scheduled call or work with the Program Director to ensure call coverage during the resident's leave.

Residents should try to take vacation leave in blocks of 5 days. No more than a 5-day block may be taken off from any single required rotation without approval from the Program Director.

Residents may only take leave during designated rotations. Rotations in which residents may not take leave include ICU and Internal Medicine hospitalist rotations. Exceptions may be made at the discretion of the Program Director.

Residents may not take leave during the new resident orientation week. Exceptions may be made at the discretion of the Program Director and DIO.

## **2. Emergent Leave:**

The Program Director (or designee) may waive the requirement for advance notice for emergent circumstances.

The program will adhere to Human Resources Policy # HS-HR-370 (Paid Sick Leave) when granting sick leave.

If the resident is unable to report to work due to illness or emergency, the resident must notify the Program Director as soon as possible. The resident is also responsible for notifying the attending physician.

If the leave extends beyond guidelines specified by Specialty Board eligibility for board certification requirements, the resident will need to extend their residency if they wish to become board certified. If time away from the residency exceeds the allowed paid time off (twenty (20) days or 160 hours per year), the Medical Board of California or the Osteopathic Medical Board of California will require the resident to extend their residency in order to qualify for a medical license extension in

California.

### 3. **Medical, Parental or Caregiver Leave**

To obtain approval for medical, parental or caregiver leave, the resident must notify the Program Director and Office of Graduate Medical Education as soon as possible so that arrangements for benefits can be coordinated with Human Resources and appropriate accommodations (e.g. rotation schedules, call schedules, etc.) can be made. If the resident is pursuing adoption, the resident must notify the Program Director in writing at the time of adoption request filing.

In general, medical, parental or caregiver leaves are subject to state of California rules and regulations. Residents are entitled to 12 weeks of this type of leave with some subsidies from the state. The state's leave subsidies are supplemented by the use of PTO and long term sick leave allowance until those are exhausted.

In accordance with ACGME Institutional Requirement IV.H.1.a) GME will provide residents with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws once and at any time during their residency. During the first six (6) weeks of medical, parental or caregiver leave the resident's PTO allowance and long term sick leave allowance **will not be affected**.

Any extension of the medical, parental, or caregiver leave beyond the initial six week period will affect the resident's PTO and LTSL allowance.

During a medical, parental or caregiver leave, and in accordance with ACGME Institutional Requirement IV.H.1.b) GME will provide residents with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken. This requirement will be met by supplementing State of California subsidies with regular pay during the first six week of the first medical, parental and/or caregiver leave. If the leave extends beyond six weeks, pay will be supplemented from PTO and long term sick leave allowances until those are exhausted. During any subsequent medical, parental or caregiver leaves of absence, State of California subsidies will be supplemented from PTO and long term sick leave allowances until those are exhausted.

In addition, in accordance with ACGME Institutional Requirement IV.H.1.c), GME will provide residents/fellows with one week of PTO reserved for use outside of the first six weeks of medical, parental or caregiver leave.

The resident's personal physician will determine the timing of return to work after medical leave and after leave for pregnancy and pregnancy-related conditions.

If the parental and/or caregiver leave extends beyond guidelines specified by the resident's Specialty Board eligibility for board certification requirements, the resident will need to extend their residency if they wish to become board certified. If time away from the residency exceeds the allowed paid time off (twenty (20) days or 160

hours per year), the Medical Board of California or the Osteopathic Medical Board of California will require the resident to extend their residency in order to qualify for a medical license extension in California.

#### 4. **Bereavement Leave**

The program will adhere to Human Resources # HS-HR-341 (Bereavement Leave) when granting bereavement leave. Bereavement leave will not affect the resident's PTO allowance and may not require an extension of the residency.

#### 5. **Holidays**

Holiday schedules are made at the discretion of the Program Director and clinical rotation attending. Days off during holidays are not guaranteed.

Leave during the holidays may be granted only at the discretion of the Program Director. Notification will be approved/denied in writing by the Program Director (or designee).

If a weekday holiday falls during a scheduled leave period, paid time off will be used for that day.

State and federal holidays which fall within a scheduled leave are counted as paid time off. Residents are not granted additional pay for working on holidays.

Note: If a resident wishes to schedule leave during a holiday, GME strongly recommends that the resident complete a Time Off Request form requesting leave during the time encompassing the holidays a minimum of 60 days in advance of the new academic year in June. First year residents are encouraged to submit their holiday leave requests as early as possible after orientation. The resident must submit the Time Off Request form to the Program Coordinator. The program can only accommodate a limited number of time off requests during the holidays, so not all requests can be granted.

#### 6. **Judicial Leave**

The program will adhere to Human Resources Policy # HS-HR-331 (Leave of Absence and Reasonable Accommodation) when granting judicial leave.

If the judicial leave extends beyond guidelines specified by the resident's Specialty Board eligibility for board certification requirements, the resident will need to extend their residency if they wish to become board certified. If time away from the residency exceeds the allowed paid time off (twenty (20) days or 160 hours per year), the Medical Board of California or the Osteopathic Medical Board of California will require the resident to extend their residency in order to qualify for a medical license extension in California.

#### 7. **Personal Leave of Absence** (Leave without Pay)

A personal leave of absence (LOA) may be granted under special circumstances and will be reviewed on an individual basis by the Program Director in consultation with the DIO.

The terms and conditions of the leave of absence will be provided to the resident in

writing.

If the leave of absence extends beyond guidelines specified by the resident's Specialty Board eligibility for board certification requirements, the resident will need to extend their residency if they wish to become board certified. If time away from the residency does not demonstrate completion of 36 months of board approved postgraduate training, the Medical Board of California or the Osteopathic Medical Board of California will require the resident to extend their residency in order to qualify for a medical license extension in California.

The Program Director and DIO will define in writing the terms of reinstatement after a LOA before the resident will be permitted to return to the residency program.

Insurance premiums may be charged at full organizational cost to those working less than fifteen calendar days per month. Coordination of this benefit will be handled through Human Resources.

The program will adhere to Human Resources # HS-HR-331 (Leave of Absence and Reasonable Accommodation) when granting a personal leave of absence.

#### **8. Military Leave**

The program will adhere to Human Resources # HS-HR-331 (Leave of Absence and Reasonable Accommodation) when granting military leave.

If the Military leave extends beyond guidelines specified by the resident's Specialty Board eligibility for board certification requirements, the resident will need to extend their residency if they wish to become board certified. If time away from the residency exceeds the allowed paid time off (twenty (20) days or 160 hours per year), the Medical Board of California or the Osteopathic Medical Board of California will require the resident to extend their residency in order to qualify for a medical license extension in California.

## **Keyword Search:**

## **Attachments:**

*Name of any attachments*

## **Related Policies:**

## **References:**

## **Replaced by:**

*This document is no longer current once it is printed.*