

Policy: Vacation/Leave Policy- Institutional	Effective Date: 07/012022	Revision Date(s): 1/19, 7/22
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PURPOSE:

To ensure that residents and fellows in an Abrazo training program are aware of their allotted leave time that includes vacation/PTO, sick, holiday and any medical leaves of absence. This policy also ensures that the residents/fellows are aware of the process to apply for a leave of absence.

Vacation Leave:

- Residents/fellows are allowed 21 week days of vacation/PTO (paid time off) leave per Academic Year that does not accrue over the course of their training. Vacation is to be used upon a mutually agreed time by the resident/fellow and Program Director. PTO may be taken on any “normal” work day, which is defined as any day on which the resident/fellow would otherwise have been scheduled to work.
- These 21 days include vacation/sick (including Arizona Earned Paid Sick Time) /interview for job days.
- Paid time off leave cannot be carried over into the next contract year.
- Residents/fellows should refer to their program’s specific policy for additional information in regards to time off for CME, board exams and rotations where vacation is not allowed to be taken.

Sick Leave:

- All sick leave requires a phone call to the following individuals:
 - Program Coordinator
 - Chief Resident(s) and Fellows (if applicable)
 - Clinic office if you are on assignment
 - The resident’s/fellow’s preceptor for that rotation before 8:00am.
 - Please also refer to your program specific policy.

Leaves of Absence:

- In compliance with ACGME requirements, residents/fellows are allowed a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during their training, starting the day the resident/fellow is required to report.
- During the six weeks of the first approved medical, parental, or caregiver leave, residents/fellows will be paid 100% of their salary along with the continuation of any health

and disability benefits (including any eligible dependents).

- Residents/fellows must use three weeks of their allotted PTO during the first six weeks of the first approved leave. One week of PTO will be reserved for use outside of the first six weeks of the first approved leave.
- If a resident/fellow is in the first year of their employment with Tenet, he/she will need to request leave with their Program Director and Program Coordinator as they would not qualify for FMLA. The GME office will ensure that regular hours are entered into Kronos.
- In a situation where a resident/fellow needs to take additional leaves of absence during their training program, any allotted PTO will be used for this. Once PTO is exhausted, remaining leave time will be unpaid. If eligible, FMLA will run concurrently to any approved leave under this section. See below on the process to apply for FMLA.

One-Year Programs:

- The above guidelines also apply to one-year programs, including Transitional Year. See below under Specialty Board Requirements and Extension period on additional guidance for one-year programs and extension of training.

If a resident/fellow needs to take additional leaves of absence, this will be granted in accordance with Tenet Health policy. The following rules and options apply to any medically necessary type leave (including maternity/paternity leave) or extended leave from the program. This policy is meant to supplement the Tenet Health FMLA Policy. If there is any conflict, especially in regards to paid time off, the Tenet Health FMLA Policy is the authoritative document.

Family and Medical Leave:

- Any resident/fellow is eligible to request a Family Medical Leave (FMLA) if he/she has been a Tenet Health employee for at least one year and has worked at least 1250 hours in the 12-month period previous to the FMLA leave request. If eligible, the resident/fellow is entitled up to 12 weeks of leave during any 12-month period. The resident/fellow must consider that this will extend their training time. The resident/fellow should discuss eligibility with the Human Resources Department.

Pay and Benefits:

- FMLA (Family Medical Leave Act) protects employees' jobs up to 12 weeks during leave but it does not guarantee your salary. Where possible, Residents/Fellows will need to fill out FMLA paperwork for all leaves at least a month prior to the leave. The following is the contact to apply: The LOA Center is 855-562-2778 or email HROperations-LOA@tenethealth.com. Benefit Solutions is 844-877-8591 if a resident/fellow selected short-term disability as part of their benefits.

Specialty Board Requirements and Extension Period:

- Each specialty's board requirements, sick time, vacation time and combined leave should not exceed the cumulative time allowed by the specific specialty. Should the allowed cumulative leave time be exceeded, the resident/fellows will be required to extend the length of his/her training program and may impact eligibility to participate in examinations by the relevant certifying boards.
- Each ACGME-accredited program must provide its residents/fellows with accurate information regarding the impact of an extended leave of absence and the resident's/fellow's eligibility to participate in the program's relevant certifying boards along with satisfactory completion of the program.
- For one-year programs including Transitional Year, due to the length of training, an extended leave may impact the residents/fellows' ability to complete all training requirements on time and may also impact the start date of any categorical program that a TY resident Matches into.
- The Program Director shall specify the make-up period, the educational goals and the requirements of the relevant specialty. The curriculum agreed upon by the Program Director and resident/fellow will be documented.
- During any extension period, the resident/fellows shall receive appropriate salary and benefits for the level of training.

Jury Duty:

After 90 days of service, residents/fellows are allotted time for Jury Duty per the Tenet Health Policy.

Bereavement:

After 90 days of service, residents/fellows are allowed up to three days of bereavement for the death of an immediate family member. Additional days will be deducted from vacation leave. Please refer to the Tenet bereavement policy.

Holidays:

The following are observed hospital holidays: Fourth of July, Labor Day, Thanksgiving, Christmas Day, New Year's Day and Memorial Day. Residents/fellows can be expected to be on call for some and off for others as determined by their program. If the resident/fellow is not scheduled to work, they will not be required to count this day as vacation leave.

Interviews:

These days count as days away from residency/fellowship.