

**RowanSOM/Jefferson Health/Virtua Our Lady of Lourdes Hospital  
Sponsoring Institution**

**GMEC Policy**

**TITLE: Vacations and Leaves of Absence**  
**EFFECTIVE DATE: 7/1/22**  
**LAST REVIEWED: 7/28/22**  
**LAST APPROVED: 7/28/22**

Purpose

To define Sponsoring Institution policies on resident vacation and leaves of absence (with or without pay).

Policy

It is the policy of the Sponsoring Institution to provide all residents and fellows with time away from the training program applicable with Accreditation Council for Graduate Medical Education (ACGME) Requirements, licensing board requirements, and state and federal laws.

Applicability

This policy applies to residents and fellows in ACGME-accredited residency and fellowship programs under the institutional sponsorship of RowanSOM/Jefferson Health/Virtua Our Lady of Lourdes Hospital.

Procedures

All residents and fellows are entitled to time away from the program each PGY, including vacation, sick, and personal. Policies regarding time away from the program are dictated by the employer of residents and fellows. Employers are to have employer-specific policies related to resident and fellow vacation and leaves of absence, and are attached as Exhibits A and B.

The Rowan GME Office and the Jefferson GME Office and/or their respective Human Resource Offices will each provide information about vacations and leaves of absence to their resident and fellow employees.

I. Leaves of Absence

Residents and fellows may be eligible for medical and/or family leave in accordance with employer policies and state and federal guidelines. In accordance with ACGME Institutional Requirements, residents and fellows will receive 100% salary continuation for the first six weeks of an approved medical, parental, or caregiver leave of absence. Salary continuation is determined based on employer policies.

II. Extended Leaves of Absence

Residents and fellows may need to extend training as a result of extended leaves of absence. This is to be determined in accordance with ACGME and certifying board requirements, and in conjunction with the Program Director, Clinical Competency Committee, and GME leadership.

## Exhibit A

### RowanSOM Vacations and Leaves of Absence

- I. Leaves of absence are described for Rowan employed residents and fellows under Article VI of the CIR Agreement, found online at: <https://som.rowan.edu/graduate/resources.html>
- II. In addition to the information in the CIR Agreement, Rowan residents are eligible for a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence at least once, any time during their training.
  - A. Residents must utilize available paid time off (PTO), including vacation time, personal days/floating holidays, sick time, and comp time for the first six weeks of approved medical, parental, and caregiver leave (MPC leave). Such available PTO will be fully paid and regular benefits will be in place during this time.
  - B. A minimum of one week of available PTO, to be taken from vacation time and/or personal days/floating holidays, must be set aside for use by the resident outside of the MPC leave. PTO previously taken during the same academic year satisfies this requirement.
  - C. Additional PTO may be utilized to extend the MPC leave beyond six weeks, provided such time is available, and provided one week of PTO is set aside for use outside of the MPC leave.
  - D. If no additional PTO is available, residents may choose to go on unpaid status to extend MPC leave beyond six weeks. Any leave time spent on unpaid status must be made up at the end of the current academic year.
  - E. All MPC leaves will be reviewed by the GME office, the Program Director, and/or the program Clinical Competency Committee to determine if any additional time must be made up at the end of the current academic year. Additional time may be needed in order to complete required rotations (including ambulatory experiences), complete procedures or cases/encounters, and to successfully complete the requirements of the current academic year, the requirements of the residency/fellowship, and/or the requirements for participation in the relevant certifying board examination(s).
  - F. Requests for MPC leave must be submitted by the resident to the Program Coordinator and the Rowan GME Office as far in advance of the requested leave as reasonably possible. It is understood that certain emergent situations will require minimal advance notice. Review of such requests will be timely, and communicated back to the Rowan resident in writing. MPCs of longer than six weeks may require completion of specific forms to cover any time spent on unpaid status.

## **Exhibit B**

### **Jefferson Health New Jersey Vacations and Leaves of Absence**

All Jefferson-employed residents and fellows are entitled to 21 days of paid personal leave (PPL) per post graduate year (PGY). PPL includes vacation, sick time, and personal days used for fellowship and job interviews, as well as to attend medical, mental health and dental care appointments. Unused PPL does not carry over to the next PGY, and residents/fellows are not eligible to be paid out any unused PPL.

All residency and fellowship programs are to have written policies and procedures on approval of PPL and when residents/fellows may take PPL.

#### **A. Vacation**

Residents and fellows may use PPL for scheduled vacation. Program policies dictate how and when residents/fellows may use PPL. Vacation days must be approved in advance with as much notice as possible, and scheduled in periods of time mutually agreed upon by the resident, training site, and Program Director. Vacation requests are to be made according to program policies and procedures.

#### **B. Sick/Personal Days**

Residents and fellows are to use PPL should they need to for their own sickness, to attend scheduled medical, mental health and dental care appointments, or fellowship and job interviews. Use of personal days for scheduled health appointments and interviews must be approved in advance by the Program Director, and communicated to the Coordinator, Faculty, training site, and other personnel as needed, so that patient care coverage is appropriate.

In addition, residents and fellows are entitled to 3 “wellness” days per PGY, to be used at the program’s discretion. Wellness days may be used for residents/fellows own sickness, and are not to be scheduled in advance UNLESS residents/fellows are using to attend scheduled health appointments, in which case the same procedures above regarding use of personal days for scheduled health appointments applies. Programs may have limitations on the use of wellness days scheduled in advance and are to outline in program policies.

Absences in excess of 5 days per PGY due to a resident/fellow’s own sickness may be considered excessive and resident/fellow may be subject to disciplinary action. Absences due to sickness that exceed three consecutive days require a written certification from the resident/fellow’s medical provider. A resident/fellow’s Program Director may not provide a written certification as the resident/fellow’s medical provider.

#### **C. Leaves of Absence**

Should a resident/fellow be unable to fulfill his/her duties because of his/her own incapacitating illness or disability, he/she will be granted a leave of absence and may be eligible for a leave of absence under the federal Family and Medical Leave Act (FMLA) and/or New Jersey Family Leave (NJFLA)/New Jersey SAFE Act Leave Policy. Refer to Jefferson enterprise policy #200.63 for more details, which can be found in the policies section of the Jefferson Health – New Jersey intranet page.

For leaves of absence not covered by FMLA that are for family care, bonding, medical or personal purposes, refer to Jefferson enterprise policy #200.49, which can be found in the policies section of the Jefferson Health – New Jersey intranet page.

Additionally, and in accordance with ACGME Institutional Requirements, residents/fellows will receive

100% salary continuation for the first six weeks of an approved medical, parental, or caregiver leave of absence. Available PPL will then be used for any additional weeks. Benefits will remain active during an approved leave.

Residents/fellows must contact Lincoln Financial Group to request a leave.

Leave intake line: 877-321-1140

Register online using code: JEFFERSON-EE at [www.mylincolnportal.com](http://www.mylincolnportal.com)

Residents/fellows must contact Lincoln Financial Group at least 30 days in advance of the need for leave, or as soon as resident/fellow is aware of the need for a leave of absence. In addition, residents/fellows should communicate with their Program Director, Program Coordinator, and Jefferson NJ's GME office regarding the need for a leave of absence.

#### D. Extended Leaves of Absence

Due to the nature of the educational program and requirements by the ACGME and licensing boards, the allowable combined total of PPL and any leaves of absence (collectively "time away from program") taken during each PGY should not exceed the allotted PPL and wellness days. Time away from program that exceeds the allotted PPL and wellness days, the training program will be extended by an equivalent amount of time in order to meet the educational requirements of the residency or fellowship program, unless otherwise permitted as outlined in certifying board requirements. An extension of program time may require the approval of the ACGME Residency Review Committee appropriate to that program.

At the discretion of the Program Director and/or Clinical Competency Committee, time away from program that exceeds four weeks AND which is allowable under certifying board requirements, may need to be made up. This determination will be made based on a review of resident/fellow's educational experiences, case logs (if applicable), procedural competence, Milestones, and any other curricular requirements as outlined by the ACGME or certifying boards. Program Directors should consult with the DIO in these circumstances.