Leave Policy/Effects of Leave

Clinical Fellows, Trainees and House Staff have a total of 30 paid workdays off. For purposes of this policy, a workday is defined as Monday through Friday. Fifteen of those days are designated as vacation. Vacation days should be scheduled in advance and may be taken at any time during the year with the approval of the Program Director. There are no recognized holidays. Duties are assigned by each Program Director.

Clinical Fellows, Trainees and House Staff may be paid for up to 15 days in the case of their own illness. This leave may also be used for their own medical conditions related to pregnancy and childbirth. In the case of an extended illness or disability, Clinical Fellows, Trainees and House Staff must use their available vacation days after they have exhausted their 15 days of paid time off.

Paid time off does not carry over from year to year nor is there a payment for any days that are not used. For purposes of this policy, the year begins on July 1. Time off will be prorated for Clinical Fellows, Trainees and House Staff who join any of the affiliated institutions throughout the year.

Additional unpaid leave may be available, in certain circumstances, with the approval of the Program Director. Additional leave may require extension of the training program depending on the guidelines established by the ACGME or the certifying Board for that particular program. Leave must be requested in advance of the actual leave. Additional documentation may be required by the awarding training program to suspend the award and/or the accrual of service for calculating the time away from the training program. To obtain further information regarding how a leave relates to Board requirements, contact the Program Director.

The Leave Policy is intended to provide Clinical Fellows, Trainees and House Staff with specified paid time off, as well as unpaid leave should the need arise. This leave policy also ensures that Clinical Fellows, Trainees and House Staff have the opportunity to rest and provides financial security in the case of illness.

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