

PAID AND UNPAID TIME

This policy establishes the guidelines for paid and unpaid time for trainees in GME and dental education programs who are employed full time by Nationwide Children's Hospital. Individual programs must also maintain policies which address program specific requirements related to time off and which are consistent with this policy. Program Directors must inform their program applicants and trainees in writing or by electronic means of vacation and leave policies.

Paid time off is allotted for the academic year. Trainees do not accrue paid time off. Paid time off which is unused at the completion of the program is not reimbursable. Unused paid time off cannot be carried over to another NCH training program or subsequent NCH employment. Trainees in combined programs (e.g. Pediatrics/Child Neurology and Pediatrics/Medical Genetics) are allotted paid time off for each program separately. To assure that trainees in combined programs meet curricula and certification requirements for each specialty/subspecialty program, paid time off does not carry over between programs. Trainees transferring into programs or completing abbreviated programs will have their paid time off prorated according to the duration of training remaining in the academic year.

Program Directors must approve all paid and unpaid time off. Programs must track paid and unpaid time for each trainee to assure compliance with the employment contract, specialty/subspecialty program requirements and applicable certification requirements, e.g. American Board of Medical Subspecialties (ABMS). This documentation is maintained in the trainee's file in Medhub. Program Directors must inform trainees in writing of the effect their time away has on satisfying the requirements for completion of the training program and eligibility for certification, if applicable.

Absences/time away from training

NCH and its GME and dental education programs follow state and federal laws, Human Resources policies, accreditation, and certification guidelines, where applicable, regarding trainee leaves of absence. Trainees who exceed the maximum absences allotted for the duration of their program, regardless of reason, may have their training extended in order to meet program requirements. Trainees extending training remain salaried NCH employees and retain malpractice coverage. Extended training cannot be unpaid. Trainees extending training are not allotted additional paid time off, unless approved by the Program Director.

Exceeding the maximum duration of leave as outlined in state and federal protections, Human Resources policies and/or applicable accreditation, and certification guidelines, may result in loss of trainee contract and/or dismissal from the training program.

Vacation

Vacation is scheduled paid time away from training other than paid holidays, sick or other leaves of absence. Trainees may use vacation time for vacation, appointments, and personal days.

All NCH trainees receive the equivalent of 3 work weeks of vacation per year of training program.



Vacation time should be used during the academic year it is allocated. Unused time does not carry over to next academic year unless approved by the Program Director.

Trainees must work with the Program Director to schedule vacation time. Trainees must submit requests for vacation time in advance in accordance with program procedures.

Individual programs may set additional guidelines for vacation requests such as restricting use of vacation to certain rotations and/or requiring vacation to be taken in specific increments. Trainees should review program specific vacation policies and procedures.

Sick/Personal Time

Sick/personal time generally is unscheduled paid time away from training for brief illness (no more than 3 consecutive days). Trainees who require time off beyond 3 days (outside of vacation) should submit a request for short term disability or personal leave of absence via NCH's claims administrator per Human Resources policy.

Trainees may also use sick/personal time for scheduled appointments. Trainees must request Program Director approval in advance for time off for appointments in accordance with program specific policies and procedures.

All NCH trainees receive 6 days of sick/personal time each training year. Unused sick/personal time may be carried over to another training year, provided it is within the same program. Sick/personal time cannot be borrowed from subsequent training years unless approved by the Program Director.

Leaves of absence

All NCH trainees receive a minimum of six weeks of paid time off if taking their first approved leave during their training program. Approved leave is time off (>3 consecutive days) for qualifying reasons and which has been approved per NCH and GME policies.

Trainees must have the equivalent of 100% of salary for six weeks of leave and one additional week of paid time off. Trainees will meet this requirement by utilizing their paid vacation and sick/personal time for the academic year in addition to any approved paid short-term disability (STD) and/or paid family leave. If a trainee does not have sufficient paid time off, additional paid time off ("GME paid leave") will be allotted to meet the requirement.

Once a trainee has met the requirement for 100% salary for six weeks of leave with one additional week of paid time off for the first approved leave during their training program, they may choose to extend their leave with unpaid or partial salary leave in accordance with state and federal laws and NCH policies.

If a trainee is approved for another leave during their training, the subsequent leave may be taken as unpaid or partial salary provided the trainee has met the requirement of six weeks of leave paid at 100% salary plus one additional paid week for the initial approved leave during the training program
Examples:

1st year trainee taking approved medical leave may meet requirement by utilizing:

<i>Paid time used</i>	<i>Weeks w/ 100% salary</i>
3 weeks GME paid leave	3
3 weeks vacation	3
1 week sick/personal	1
	7 total – 6 weeks leave + 1 additional week

2nd year trainee taking paternity leave may meet requirement by utilizing:

<i>Paid time used</i>	<i>Weeks w/ 100% salary</i>
3 weeks paid family leave at 70% salary	2.1
3 weeks vacation	3
1 week sick/personal	1
5 days GME paid leave	.9
	7 total – 6 weeks leave + 1 additional week

3rd year trainee taking maternity leave may meet requirement by utilizing:

<i>Paid time used</i>	<i>Weeks w/ 100% salary</i>
6 weeks STD at 70%	3.9
2 weeks + 1 day vacation	2.1
1 week sick/personal	1
	7 total – 6 weeks leave + 1 additional week

Family Medical Leave (FML)

Fulltime NCH employees who have been working at NCH for more than 12 months are eligible for Family Medical Leave, in accordance with the Family Medical Leave Act (FMLA) and NCH policy: [Family and Medical Leave Act \(FMLA\) \(sharepoint.com\)](#) FML provides up to 12 work weeks of unpaid leave in a rolling year and requires group health benefits to be maintained. FML is not a paid benefit, but may be used concurrently with paid time off (vacation, sick/personal STD, paid family leave)

Short Term Disability (STD)

Fulltime NCH employees who have been working at NCH for more than 6 months are eligible for Short Term Disability (STD), as outlined in NCH hospital benefits: [Short Term Disability \(sharepoint.com\)](#).

Paid Family Leave (PFL)

Fulltime NCH employees who have been working at NCH for more than 12 months and are on approved Family Medical Leave, are eligible for paid family leave, as outlined in NCH hospital benefits: [Paid Family Leave \(sharepoint.com\)](#).

Personal Leave of Absence

NCH employees not covered under FMLA/STD may be eligible for a personal leave of absence, as outlined in NCH hospital benefits [Personal Leave of Absence \(sharepoint.com\)](#). Personal leave of absence is not paid time. A trainee may utilize available vacation and sick/personal time and unpaid time during approved personal leave of absence.

Professional Leave

Individual programs may provide professional leave days to enable their trainees to travel and participate in meetings and conferences.

The number of paid professional leave days is determined by the Program Director and is allocated according to program policies. Professional leave is considered educational time, not time away from training.

Interview Time

Individual programs may provide interview days to enable their trainees to travel and participate in job interviews during their final year. Interview days are considered time away from training.

The number of interview time days is determined by the Program Director and is allocated according to program policies.

Bereavement Leave

Trainees are entitled to paid bereavement leave over and above paid vacation and sick/personal days, in accordance with Human Resources Policy.

Paid Holiday Time

Nationwide Children's Hospital recognizes the following as paid holidays:

- New Year's Day – January 1
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September
- Thanksgiving Day – Fourth Thursday in November
- Christmas Day – December 25

Program Directors will distribute holiday duty time as equitably as possible among their trainees of the same postgraduate level, subject to patient care requirements. Trainees scheduled to work on an NCH recognized holiday receive no additional compensation such as time and a half or comp time. Trainees *not* scheduled to work a paid holiday will receive regular pay for the day and are not required to use vacation time. A trainee taking vacation time during which a paid holiday occurs must be allowed to use the paid holiday in lieu of using a vacation day. If a clinical service is not seeing patients and/or no faculty is available to supervise the trainee, the trainee will not be required to take vacation time.

Trainees may request time off for other holidays which are not NCH paid holidays. Program Directors will endeavor to meet requests when possible. Trainees may utilize paid vacation for these days or requested day can be scheduled as trainee's regular day off, depending upon the program's schedule