Summary of Paid and Unpaid Time

All paid and unpaid time must be approved by the Program Director—see GME Policy Paid and Unpaid Time.

The program tracks all paid and unpaid time to assure that employment and training requirements are met.

Specialty/subspecialty certification requirements and individual program requirements set thresholds for duration of training and allowable absences, regardless of reason (e.g. illness, vacation, maternity/paternity leave). All days categorized as "time away from training" are considered absences. Trainees exceeding the maximum allowable absences for the program will be required to extend their training.

The total maximum allowable time away from training, inclusive of medical leave, FML, LOA, and vacation time, during an academic year is 12 weeks (84 days). Additional leave may result in a loss

of contract and position in the training program.

Туре	Duration	Paid or Unpaid	Category	Notes
Vacation	1 and 2 year programs: 2 weeks <i>per academic year</i> . A week is 5 weekdays + 2 weekend days	Paid	Time away from training	There is no carry over year to year
	3 to 5 year programs: 3 weeks <i>per academic year</i> . A week is 5 weekdays + 2 weekend days			
Medical Leave	1 and 2 year programs: 2 weeks (14 days) for duration of program 3 to 5 year programs: 3 weeks (21 days) for duration of program	Paid	Time away from training	May be carried over year to year
Professional Leave	Varies	Paid	Training/ Educational time	No carry over year to year; May include travel time to and from conference (up to 2 days per conference)
Holiday* *Not guaranteed time off – dependent on patient care needs	 6 days per year New Year's Day – Jan 1 Memorial Day – Last Mon in May Independence Day – July 4 Labor Day – First Mon in Sept Thanksgiving – 4th Thurs in Nov Christmas – Dec 25 	Paid	Time away from training	No additional compensation for holidays worked (e.g. comp time, time and a half) Trainees are not required to use vacation time for holidays
Bereavement	Personnel Policy Guidelines - Bereavement	Paid	Time away from training	Trainees are not required to use vacation time for bereavement
Family Medical Leave (FML) Eligibility - birth or adoption of a child, own or an immediate family member's serious health condition; <i>Must be employed full time for over 1 year</i>	Up to 12 weeks Personnel Policy Guidelines – Family Medical Leave	Unpaid	Time away from training	For personal illness or childbirth, remaining paid medical leave for program may be used in conjunction with FML. With PD approval, vacation may be used in conjunction with FML.