



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. Program Directors must identify and inform their trainees in writing of their vacation time, medical and professional leave.

Paid time off is allotted at the start of each program and each 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 ABMS certification requirements for each 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 number of years of training remaining.

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 ABMS certification requirements (if applicable). This documentation is maintained in the trainee's file. Program Directors must inform trainees in writing of the effect of their time away on satisfying the requirements for completion of the training program and eligibility for ABMS certification (if applicable).

Absences/Time away from training

Trainees who exceed the maximum absences allotted for the duration of their program, regardless of reason (e.g. paid/unpaid time, vacation, illness, maternity/paternity leave) will have their training extended. Trainees extending training remain salaried NCH employees and retain malpractice coverage. Extended training cannot be unpaid. Trainees with health insurance through NCH must purchase COBRA to continue their coverage during extended training. Trainees extending training are not allotted additional paid time off.

The total maximum allowable time away from training during a 12-month period inclusive of medical leave, FML, LOA, and vacation time, is 12 weeks (84 days). Additional leave may result in a loss of contract and position in the training program. The Program Director is responsible for notifying ACGME or accrediting body and/or specialty/subspecialty board of a trainees' extended leave of absence, if required.

Vacation

Vacation is paid time away from training other than paid holidays and medical leave.

The Program Director must specify the number of vacation weeks/days per academic year in the trainee's contract as follows.



- Trainees in 1 & 2 year programs receive 2 weeks of paid vacation per academic year. One week is 5 weekdays + 2 weekend days.
- Trainees in programs greater than 2 years in duration receive 3 weeks of paid vacation per academic year. One week is 5 weekdays + 2 weekend days.

Trainees are allocated vacation days at the start of each academic year. Vacation days must be used during that academic year. Carry over of unused vacation days from year to year is not permitted without written approval by the Program Director.

Trainees must work with the Program Director to schedule vacation time. Trainees must submit written requests for vacation time in advance in accordance with program procedure. Since trainees work a variable schedule including some weekend duty, trainees are required, unless otherwise specified by their program, to schedule and use vacation days for weekend time off requests as well as weekday time off requests (e.g. a trainee requesting a full week of vacation must take 7 vacation days).

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 weeklong increments. Trainees should review program specific vacation policies and procedures.

Medical Leave

Paid medical leave is time away from training due to illness.

Program Directors must specify the total number of paid medical leave days for the duration of program in the trainee's contract as follows:

- Trainees in 1 & 2 year programs - 14 days
- Trainees in 3-5 year programs - 21 days

Paid medical leave is allocated for the duration of the program and may be carried over each year.

Trainees must notify the Program Director if they need to use medical leave. Advance, written notification to the Program Director is required for planned medical leave of more than five days. Individual programs may set additional guidelines for medical leave. Trainees should review program specific medical leave policy and procedure.

Professional Leave

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.

Program Directors must specify number of professional leave days per academic year in the trainee's contract. The number of paid professional days will consist of the total number of days in the conference plus one day of travel to and from the conference (total of 2 days), if necessary due to meeting location.



Paid Holiday Time

Paid holiday time is time away from training. 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.

Interview Time

Trainees who need additional time for interviews beyond what is specified in the contract may use remaining paid Medical Leave days if approved by the Program Director. Interview time is considered time away from training.

Bereavement Leave

Trainees are entitled to paid bereavement leave over and above paid vacation and medical leave, in accordance with Human Resources Policy. Bereavement time is considered time away from training.

See also Personnel Policy Guidelines related to Bereavement.

Family Medical Leave (FML) and Leave of Absence (LOA)

Trainees who have been employed at NCH for 12 months *and* have worked at least 1,250 hours during the prior 12 months qualify for up to 12 weeks of Family Medical Leave (FML) due to their own or an immediate family member's (parent, spouse, and minor child) serious health condition, or birth or adoption of a child.

Program Directors may approve a Leave of Absence (LOA) for personal reasons to trainees not eligible for FML.

FML and LOA are considered time away from training.

FML and LOA are not compensated leave. Trainees may utilize any vacation days remaining for the academic year in conjunction with FML/LOA, if approved by their Program Director. Trainees taking



FML or LOA for personal illness or childbirth may utilize paid medical leave remaining for their program. All other FML/LOA time is unpaid.

The Program Director and trainee should discuss FML/LOA prospectively in terms of paid and unpaid time to assure that there is a clear understanding of the number of paid days available to the trainee and how the trainee wishes to use them. The Program is responsible for notifying Payroll and the GME Office of the start date and end date of all unpaid FML/LOA. Trainees with health insurance through NCH are responsible for payment of their premiums during unpaid FML/LOA

Whenever possible, a trainee should notify his/her Program Director of a LOA request or planned FML at least 120 days prior. The Human Resources Department is ultimately responsible for FML and LOA processes and assures that they are in compliance with NCH and legal requirements. The Program must notify Human Resources of approved trainee LOA and FML. Trainees taking FML and LOA are responsible for timely completion of all Human Resources paperwork.

During approved FML/LOA trainees remain on contract with NCH. Trainees may not moonlight while on FML/LOA. Trainees are not covered by NCH medical malpractice for clinical care provided while on FML/LOA.

See also Personnel Policy Guidelines related to FML and LOA.

Maternity Leave

NCH provides Family Medical Leave or Leave of Absence for birth or adoption of a child as outlined above. There is no separate maternity leave benefit.

Paternity Leave

NCH provides Family Medical Leave or Leave of Absence for birth or adoption of a child as outlined above. There is no separate paternity leave benefit.

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