

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO
Paul L. Foster School of Medicine
GRADUATE MEDICAL EDUCATION
Standard Policy and/or Procedure

TITLE: Vacation and Leaves of Absence Policy

APPROVED: 2/8/2017

REVISED: 8/11/23

EFFECTIVE DATE: 2/8/2017; 8/11/23

PURPOSE: To comply with ACGME Institutional Requirements.

POLICY STATEMENT: The Sponsoring Institution in collaboration with the GMED are responsible for the oversight and implementation of vacation and leaves of absence as required by ACGME and other accrediting bodies.

1. Vacation and Leaves of Absence

- a. The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws. This policy must:
 - i. provide residents/fellows with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the resident/fellow is required to report;
 - ii. provide residents/fellows with at least the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
 - iii. provide residents/fellows with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
 - iv. ensure the continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence;
 - v. describe the process for submitting and approving requests for leaves of absence;
 - vi. be available for review by residents/fellows at all times; and,
 - vii. ensure that each of its ACGME-accredited programs provides its residents/fellows with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).