

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER AT EL PASO**  
**Paul L. Foster School of Medicine**  
**GRADUATE MEDICAL EDUCATION**  
**Policy**

**TITLE:** Vacation and Leaves of Absence Policy

**PURPOSE:** To comply with ACGME Institutional Requirements.

**REVIEW:** This policy will be reviewed every two years by the Graduate Medical Education Committee (GMEC).

**POLICY STATEMENT:** The Sponsoring Institution in collaboration with the GMEC 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; as per each individual training program's policy in compliance with the American Board of Medical Specialties (ABMS).
  - 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).