

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER – El Paso

Department of Pediatrics

# LEAVE POLICY

June 2008

## VACATION AND PROFESSIONAL LEAVE

The distribution of resident vacation leave time is as follows:

<b>PL-1</b>	15 business days vacation Up to 3 days for <b>USMLE III*</b>
<b>PL-2</b>	15 business days vacation Up to 3 days for <b>USMLE III*</b> Up to 4 business days conference Up to 4 days fellowship interview time**
<b>PL-3</b>	20 business days vacation Up to 4 business days conference Up to 4 days total fellowship or job interview**

\* One time during the residency. A second USMLE-exam time should be taken out of vacation.

\*\* Four days total during the residency. Additional time should be taken out of vacation.

Vacations are limited to not more than one (1) week at a time during the PL-1 and PL-2 years of residency and not more than (2) weeks at a time during the PL-3 year of training.

Requests for block periods of *vacation* or *extended leave of absence* must be submitted in writing and presented to the Policy Committee and the Program Director for approval.

*Vacation* time may not be carried over from one academic year to another and **may not** be taken during the following dates: **June 23-30** (except for graduating seniors), **July 1-15**, **December 14 - January 7**.

*Vacation* cannot be scheduled during the ER, Nursery, Developmental, Adolescent rotations, or during any of the four major clinical electives. According to the Special Requirements for Residency Training in Pediatrics established by the Accreditation Council for Graduate Medical Education, these four critical subspecialty elective rotations must be no less than four weeks in duration.

*Vacations* on the Ward rotation (either Providence or Thomason) will depend on staffing and must be approved by the Chief Resident and then the Program Director.

*-At the PL-1 level vacations can only be taken out of the clinic rotations, community health or minor elective*

*-At the PL-2 level vacations can only be taken out of clinic rotations, or non-essential (minor) electives*

*-At the PL-3 level vacations can only be taken out of clinic rotations, non-essential (minor) electives, or out of community health*

The total number of residents who will be given leave at one time will be limited to three (3) per level and not more than 3 at one time in the clinic.

On essential rotations vacation is not allowed (e.g. major sub-specialty electives, ER, PICU, NICU, Urgent care, Adolescent medicine, Developmental and behavioral pediatrics, Research and Teaching).

Each resident must spend *at least two weeks* (10 working days) on their assigned service to be given credit for the respective rotations. If a 2-week vacation is scheduled for any block rotation, resident call schedule should be reviewed by the Chief Resident so no calls during weekdays would interrupt the remaining two weeks on the service.

Every effort will be made to give each resident time off on the weekend *prior to* and the weekend *following* the requested business days of vacation. However, free time on weekend will depend on scheduling availability.

Requests for vacation time from senior residents are processed on a **first come, first served** basis and must be presented **at least 3 months prior to the vacation time requested**. Preferably, vacation requests will be submitted to the Chief Resident during the month of May of the current academic year for the following academic year, so the rotation schedule may be completed in a timely manner. Residents who do not submit a request will be assigned vacation time. Attempts will be made to accommodate as many requests for vacation time as possible and as the rotation schedule allows.

For all incoming residents, vacations are assigned per rotation schedule.

According to the Texas Tech standard resident contract, **as trainees of TTUHSC residents are not entitled to time off on state holidays**. A resident is classified as “a trainee or employee who conditionally must be enrolled as a student and as such shall not be required to participate in the institution’s (State) retirement program, shall not accrue vacation, holiday, or leave benefits as required by state law regarding ‘regular employees,’ shall not be entitled to unemployment compensation benefits at termination, and shall not be defined as a regular employee.”

**USMLE:** The Department of Pediatrics gives P1-1 and PL-2 residents the opportunity to attend **one USMLE** exam out of **professional leave time for up to (3) days**. Residents who take more than one **USMLE** exam during their residency must schedule the second time out of **vacation**. USMLE exam leave must be requested **at least 3 months prior** to the exam date.

**CONFERENCE:** PL-2 and PL-3 residents may utilize up to **4 business days** of **professional leave** for conferences or paper presentations each year. A conference itinerary must be attached to the leave request. Conference leave must be requested **at least one month prior** to the conference.

**FELLOWSHIP INTERVIEWS:** Each resident applying for fellowships may take **up to 4 days total of professional leave** for interviews. Additional interview time will be taken out of **vacation**. Time for *job interviews* must be taken out of vacation time if time for fellowship interview time has been used up. Interview leave must be requested **at least one month prior** to the conference.

### **REQUESTS FOR RELIGIOUS OBSERVANCE(S)**

Resident's requests for religious observances will be considered only after the resident has met all training requirements; occasional holiday observance requests must be presented to the Policy Committee 3 month in advance, and if granted, the resident must use a vacation day.

### **TARDINESS**

Tardiness will not be tolerated during the Residency training. Up to two (2) excusable occasions of being late per year (e.g. car malfunctioning) will hold no consequences. The resident must report (call) as soon as the excusable occasion occurs to the Chief Resident AND the Section Attending. *More than 2 occasions of tardiness will count towards failing of professionalism competency.*

### **SICK LEAVE**

*Sick leave* is approved for up to 12 working days per year and shall accumulate with the unused amount of sick leave carried forward. A part-time resident earns a pro rata share based on the amount of time worked. Sick leave with pay may be taken when sickness, injury or pregnancy prevent the resident's performance of duty or when a member of his/her **immediate** family (e.g., spouse, child, sibling or resident's own parent) is actually ill and requires the resident's attention. Residents are required to notify **the chief resident AND section attending** when calling in sick **and** must obtain a written note from a physician for sick leave if 2 or more work days from a 5-day period are involved.

Calling sick on a Friday **and/or** a following Monday will be considered as absence from 3 or 4 work days, respectively, and doctor's note will be required. Calling sick on any 2 days within a 5-day period requires a doctor's note.

If calling sick while on call, this call time must be paid back.

**Maternity and paternity leave** may be taken out of accumulated sick leave, vacation time, or leave without pay. **Emergency leave** also comes out of sick leave (depending on the nature of the emergency) or leave without pay. Three days of **funeral leave** are given in the event of the death of an **immediate** family member. Excessive leave will extend the period of residency.

Once a resident has exhausted accumulated vacation and/or sick leave, he/she will be placed on leave without pay. Any leave without pay must be made up in order to complete program requirements. In addition, any resident who begins the residency off-cycle will complete program requirements off-cycle. For example, if a resident begins the program on September 15<sup>th</sup>, he/she will complete one year of training on September 14<sup>th</sup> of the following year.

**Leave request forms** must be completed at least **three (3) months in advance** of approved VACATION, or USMLE exam, and one (1) month in advance of CONFERENCE, INTERVIEW leaves.

Each leave request must be signed first, by the chief resident, then by the Attending for the rotation, the Continuity clinic faculty, the Chief Resident, the Program coordinator, the Associate Program Director and the Program Director.

A leave request must be completed for any leave, including SICK LEAVE, EMERGENCY LEAVE, and FUNERAL LEAVE prior to leave or upon the resident's return, as appropriate.

Emergency and Special request leave (including block time leave) must be submitted to the Policy Committee for approval. The decision of the Policy Committee is final.

**NOTE: PLEASE BE AWARE THAT THE AMERICAN BOARD OF PEDIATRICS REQUIRES RESIDENTS TO SUCCESSFULLY WORK 33 OUT OF 36 MONTHS. IF YOUR TOTAL LEAVE TIME (INCLUDING MEDICAL LEAVE AND VACATION) EXCEEDS 1 MONTH PER YEAR, YOUR PROMOTION TO THE NEXT LEVEL OR YOUR GRADUATION MAY BE DELAYED. THIS TIME WILL NEED TO BE MADE UP.**

*IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE RESIDENCY PROGRAM OFFICE.*

**A "Change of Leave/Rotation Request" form must be completed and submitted for any change in vacation/rotations.**

**Revised 06/08**