



Time Off Policies

gme-adm-0018

About This Policy

Effective Dates:

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Responsible University Administrator:

Senior Associate Dean for GME

Policy Contact:

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Scope

This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians.

Policy Statement

In support of maximizing wellness and work-life balance, IUSM residents are encouraged to make use of allowed time away from training each year. All GME residents are entitled to paid time away from training each year, in alignment with the trainee's appointment cycle, as outlined below.

Paid and unpaid leaves of absence are also available to eligible residents. Maximum amounts of allowable paid time off associated with these leaves are contingent on eligibility as outlined below, but 6 weeks (42 days) with full benefits is the standard allotment for each PGY unless the resident has been with IUSM for greater than 1 year or unless otherwise specified. Refer to Attachment 1: Procedures for Time Off Work for more information.

All paid time off for vacation, leaves, holidays, bereavement, sick days, wellness days, and other discretionary leave counts toward the maximum allowance of paid time off residents are allotted in each PGY. In some instances, programs may allow additional paid time away from training responsibilities for holidays, wellness days, interviews, and exams.

Vacation Allowances

- All PGY1s and 2s will receive three seven-day weeks free from their training responsibilities. # This consists of 15 weekdays and 6 weekend days. # These PTO days must not include more than 15 weekdays (Monday through Friday).
- All PGY3s and above will receive four seven-day weeks free from their training responsibilities. # This consists of 20 weekdays and 8 weekend days. # These PTO days must not include more than 20 weekdays (Monday through Friday).
- Starting on July 1, 2022, all GME residents an PGY 2 and above will receive four seven-day weeks free from their training responsibilities. # This consists of 20 weekdays and 8 weekend days. # These PTO days must not include more than 20 weekdays (Monday through Friday). PGY 1 remains at 15 weekdays and 6 weekend days.

- Starting on July 1, 2023, all GME residents, regardless of PGY, will receive four seven-day weeks free from their training responsibilities. This consists of 20 weekdays and 8 weekend days. These PTO days must not include more than 20 weekdays (Monday through Friday).

Program-Level Paid Time Off Policy Requirements

Each training program must have an explicit written Paid Time Off Policy which must be in accordance with this policy. The departmental policy should address all the following factors:

- The specifics of its specialty Board certification requirements as it pertains to time away from training.
- Allowable number of each type of discretionary days:
 - Holidays
 - Wellness days
 - Sick days
 - Bereavement
 - Conference and educational seminar attendance
 - Interviews
 - Other discretionary allowances, as applicable

Leaves of Absence (See "Procedures" section for full details)

IUSM offers the following types of leave:

- **Parental leave** : Leave granted for the birth of a child and to care for the newborn child within one year of birth, the placement of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- **Caregiver leave** : Leave granted to care for the employee's spouse, child, or parent who has a serious health condition.
- **Medical leave** : Leave granted for the resident's own serious health condition that makes the employee unable to perform essential job functions.
- **Family Medical Leave Act of 1993 (FMLA)** : runs concurrently with parental, caregiver, or medical leave for eligible residents.
- **Personal or other leaves** : Leaves not encompassed by the above types, approved on a case-by-case basis.

See Procedures for Time Off Work and Determining Leave Type and PTO Availability for additional information.

Program Options

- Programs may place limits on the times of the year when paid time off can be taken.
- If programs have allowances for additional discretionary time beyond the allowed 42 calendar days, any time exceeding the maximum shall be department funded.
- If the resident's reappointment date falls during a leave of absence, the reappointment date will be delayed until the date of the trainee's return to duties unless the Program Director provides written verification that the resident's competency level warrants on-cycle promotion.

Hospital or Regional Emergency

- In the event of a stated hospital or regional emergency, urgent professional responsibilities may cancel previously arranged paid time off (excluding FMLA or PCM-covered leaves).

International Medical Graduates

- All international medical graduates are required to have pre-approval for any paid or unpaid leaves of absence.

While the education and well-being of the residents remains the primary concern, other impacts may be simultaneously considered by residents and programs. For example: the patient care outcomes in the clinical learning environment should not be compromised; and the teaching responsibilities of the residents toward the medical students should not be compromised. Additionally, while the aim of return after leave might be to resume duty at the same level or promote as appropriate per the continuum of competence and expectations, some instances may require that the resident demonstrate current competence or remediate the deficits as needed.

Reason For Policy

The purpose of this policy is to define time off and appropriate procedures for resident physicians.

Procedure

[Leave of Absence Examples](#)

[Determining Leave Type and Available PTO](#)

[Before, During, and After the Leave](#)

[Time Off and Leave Type Comparisons](#)

[Requesting Time Off](#)

[Procedures for Time Off Work](#)

Definitions

A resident is an IUSM resident or fellow who provides clinical care as part of a GME program.

PTO is Paid Time Off, which encompasses any time off that is non-training related (e.g. vacation, wellness days, FMLA, etc.)

LOA is a Leave of Absence, which is an extended time away from training that may be paid or unpaid. This can refer to FMLA, parental leave, caregiver leave, personal leave, certification leave, or other non-vacation period away from work.

Parental Leave is a leave of absence granting up to 6 consecutive weeks of paid time off to bond with a newborn, newly adopted, or newly fostered child, or a minor for whom legal guardianship has been newly appointed.

Caregiver Leave is a leave of absence granting up to 6 weeks of paid time off to care for the resident's spouse, child, or parent who has a serious health condition.

Medical Leave is a leave of absence granting up to 6 consecutive weeks of paid time off to care for a serious health condition that makes the resident unable to perform essential job functions.

Personal Leave is a leave of absence taken for personal reasons or any other leave that does not fit into the categories mentioned in this document. This may be a paid or unpaid leave.

FMLA is the Family Medical Leave Act of 1993.

A qualifying event is any medical event occurring for either a resident, dependent, or any family member for whom the resident is a primary caregiver. This does not include bereavement, employment-related or other personal activities.

PCM is the Parental, Caregiver, or Medical Leave allowance, which grants eligible residents additional paid time off for qualifying leaves.

Implementation

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.

Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

History

1. Policy gme-sdm-0018 approved by GMEC and published 28 August 2013.
2. Policy reviewed, updated, and approved by GMEC on 11 January 2017
3. Policy updated for formatting 02 March 2018.
4. Policy reapproved by GMEC on 18 April 2018.
5. Policy updated for formatting 27 June 2018.
6. Policy updated May 2021.