



NOTHING CONTAINED IN THIS POLICY OR IN ANY OTHER POLICY CREATES A CONTRACT RIGHT. CONSISTENT WITH SOUTH CAROLINA LAW, ALL TEAM MEMBERS ARE EMPLOYED "AT WILL," WHICH MEANS THAT THE TEAM MEMBER HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE, AND THAT PRISMA HEALTH AND/OR ITS AFFILIATED ENTITIES RETAIN THE SAME RIGHT.

GME VACATION AND LEAVES OF ABSENCE

Approved Date: 10/06/2021	Effective Date: 7/1/2022	Review Date: 07/01/2023
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Prisma Health-Midlands		Prisma Health-Upstate	
X	Prisma Health Baptist Hospital	X	Prisma Health Greenville Memorial Hospital
X	Prisma Health Baptist Parkridge Hospital	X	Prisma Health Greer Memorial Hospital
X	Prisma Health Richland Hospital	X	Prisma Health Hillcrest Hospital
X	Prisma Health Tuomey Hospital	X	Prisma Health Laurens County Hospital
X	Prisma Health Children’s Hospital-Midlands	X	Prisma Health Oconee Memorial Hospital
X	Prisma Health Heart Hospital	X	Prisma Health North Greenville Hospital
X	PH USC Medical Group	X	Prisma Health Patewood Hospital
X	Provider based facilities associated with Prisma Health-Midlands Hospitals	X	Prisma Health Surgery Center - Spartanburg
		X	Prisma Health Marshall I. Pickens Hospital
		X	Prisma Health Children's Hospital-Upstate
		X	Prisma Health Roger C. Peace Hospital
		X	Prisma Health Baptist Easley Hospital
		X	University Medical Group UMG/PIH
		X	Provider based facilities associated with Prisma Health-Upstate hospitals

Policy Statement:

Prisma Health Graduate Medical Education provides time off for vacation and leaves of absence during training.

Residents/fellows are eligible for 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. An additional 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.

Leaves of absence may dictate specific resident/fellow responsibilities, general responsibilities, and institutional or legal guidelines as outlined in the policy below. Resident/fellow physicians and their eligible dependents receive continuation of health and disability insurance benefits during any approved medical, parental, or caregiver leave(s) of absence.

Definition(s):

Definitions are provided below among the various forms of leave.

Responsible Parties:

- Residents and Fellows
- Program Directors
- Designated Institutional Official (DIO)

Associated Policies and Procedures:

[Prisma Health Adoption Reimbursement and Leave of Absence Program](#)

[Prisma Health Human Resources: Leave of Absence](#)

[Prisma Health Human Resources: Federal and State Mandated Leave Policy](#)

Extension of Training Disclaimer:

All types of leave may extend training time.

At the discretion of the resident/fellow's Program Director and consistent with ACGME, RRC/CODA and relevant certifying board requirements, if time away from the resident/fellow's educational program exceeds the maximum allowed by program and/or certifying board requirements, training may be extended as additional months or fractions thereof to meet these requirements.

The resident/fellow and program are responsible for planning to ensure all program and institution requirements are met in the new training timeframe.

If a training extension is required, the Program Director requests approval for an extension from the Regional DIO.

When the resident/fellow returns from leave, the program is responsible for informing the GME Office of training extension time and updated graduation timelines for residents/fellows. A Return-to-Work release is required from Employee Health prior to resumption of clinical/work duties.

I. Vacation, Holiday, Sick and Educational Leave

A. Vacation and Holiday Leave:

Resident/fellows are provided vacation and holiday benefits:

1. A maximum of twenty (20) vacation/holiday leave days per year are provided. All vacation and holiday time must be scheduled and approved in advance by each department. Five of these days may be scheduled by the department for a week, near the end of the calendar year. Unused leave is not paid at year-end or as a terminal benefit. See program director and/or program administrator for program-specific policies on requesting time off. Exceeding twenty days off during an academic year may extend training.
2. Prisma Health holidays – New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day plus one open holiday to be used for any holiday not previously mentioned (e.g., Easter, Juneteenth, Hanukkah, Kwanzaa, etc.).
3. The process for requesting Vacation and Holiday Leave is governed by individual program policy and is approved by the program director and/or program administrator.

B. Sick Leave:

1. Twelve (12) sick days are provided per year. If additional time is necessary and approved, this time may be extended leave and is paid with approval of the Program Director and provision of supporting medical documentation.
2. All residents/fellows must contact their immediate supervisor (senior resident/fellow or attending physician), their Program Director, and Program Administrator when an illness requires absence from duty.
3. Residents/Fellows may also be eligible for Family Medical Leave Act (FMLA). The resident/fellow must contact The Standard regarding eligibility, the leave process and designation of leave.

Any Prisma Health team member out on Sick Leave for five (5) or more consecutive scheduled workdays must be cleared by Employee Health prior to returning to work. Team members are encouraged to be proactive in contacting Employee Health to schedule a return-to-work visit. Team members only need to bring a provider note to their Employee Health visit clearing them to return to work if they have been seen by a provider during the Medical Leave of Absence. If Employee Health cannot safely clear an employee without a provider's note, then the employee will be required to obtain one. Email: EmployeeHealth@PrismaHealth.org or click [this link](#) for location hours and phone numbers.

C. Educational Leave of Absence:

A resident/fellow is on Educational Leave when absent from the training program for educational conferences and/or development related to the residency program curriculum.

1. The duration of educational leave is defined by program policy.
2. A resident/fellow shall request approval the Program Director per program policy.

II. Long-Term Leaves of Absence

A. Parental Leave:

The length of parental leave time is determined by the resident/fellow and their physician. The resident/fellow must discuss the plan in advance with their Program Director. Time away is counted first against the sick leave allowance and then vacation and holiday balance for academic counting by the program according to ACGME requirements. If the planned parental leave requires an extension, the resident/fellow must discuss the request with the Program Director for a decision of continued approval by the Program Director and DIO and may be asked to provide medical documentation.

In the case of adoption as a change to family status, residents/fellows should refer to Prisma Health's policy Adoption Reimbursement and Leave of Absence Program; click [this link](#).

B. FMLA Leave:

Family Medical Leave of Absence (FMLA) policy applies to residents/fellows who have been employed for a total of 12 months prior to the commencement date of the leave, and who have worked at least 1,250 hours in the 12-month period prior to the commencement of the leave. Eligible residents/fellows are entitled to a total of 12 work weeks of combined paid and unpaid leave during a rolling 12-month period for one or more of the following reasons:

1. For the birth and care of a newborn child of the employee, or for the placement with the employee of a child for adoption or for foster care.
2. For the employee when unable to work because of a serious health condition.
3. For the employee to care for an immediate family member who has a serious health condition.

FMLA is in place to offer team members job-protected leave time and continued health benefits during qualified leaves as listed above. Click [this link](#) for the Prisma Health FMLA policy.

C. Non-FMLA Leave:

Personal Leave of Absence applies to all residents/fellows who do not qualify for FMLA benefits because they do not meet the eligibility requirements (Refer to Prisma Health's HR policies). A Personal Leave of Absence for education, personal time off, or for a serious health condition of the resident/fellow or immediate family member may be granted at the discretion of the Program Director.

If a Personal Leave of Absence is granted, the length of time is at the discretion of the Program Director. Individual program leave policies further clarify how the leave taken may affect the resident's/fellow's time off balance, their pay, and their program end date. The residency program needs to make appropriate arrangements with any department that may be affected by the resident's/fellow's leave.

D. Long Term Disability:

1. If a resident/fellow remains disabled beyond a period of 6 months, the resident/fellow may be eligible for Long Term Disability (LTD). The coverage amounts for approved LTD is 60% of base monthly earnings up to a maximum of \$3,000 per month.

Process for Requesting a Long-Term Leave of Absence:

1. Requests for leave are discussed with the Program Director to determine necessity and potential impacts on training requirements and eligibility for board exams as outlined above.
2. The resident/fellow must contact The Standard at **(833) 229-4171** or www.standard.com/absence regarding eligibility, the leave process and designation of leave.
3. Leave is tracked via The Standard on a weekly basis and is reported to the regional GME Director who provides a copy of the spreadsheet to the Program Administrator for tracking at the program level.

Any Prisma Health team member out on Medical Leave of Absence for five (5) or more consecutive scheduled workdays must be cleared by Employee Health prior to returning to work. Team members are encouraged to be proactive in contacting Employee Health to schedule a return-to-work visit. Team

members only need to bring a provider note to their Employee Health visit clearing them to return to work if they have been seen by a provider during the Medical Leave of Absence. If Employee Health cannot safely clear an employee without a provider's note, then the employee will be required to obtain one. Email: EmployeeHealth@PrismaHealth.org or click [this link](#) for location hours and phone numbers.

III. Other Leaves of Absence

Jury Duty / Court Witness:

1. Residents/Fellows who are requested to serve as jurors are granted time off for this purpose. The resident/fellow will present the summons for duty to his/her Program Director prior to absence from work.
2. The resident/fellow must present to his/her Program Director court verification indicating the time served.
3. Residents/Fellows who are released early from jury duty are expected to immediately contact their Program Director or Attending regarding their work status and assignments.
4. Residents/Fellows may retain any stipends received from the court for serving on jury duty.

Court Witness:

1. Prisma Health pays for time off for residents/fellows to serve as a court witness only when the resident/fellow is required to attend Prisma Health's written Request.
2. Travel expenses are reimbursed to residents/fellows who serve as a court witness for Prisma Health.

Military Leave:

Residents/Fellows are entitled to a leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty), as provided for by applicable state and federal laws. The provisions of such laws change from time to time and for that reason no effort is made to set forth the law in this policy. The employee should submit his/her orders to their Program Director.

1. Resident/fellow must present military orders as early as possible, but no later than 30 days upon return from military service. Military pay is supplemented by Prisma Health to the extent that the resident/fellow will not suffer income loss due to military service. This applies only to those periods of military duty where the resident/fellow is receiving military pay (as opposed to periods of duty where the resident/fellow is serving "for points only," without pay) and is limited to a period not to exceed 15 days per annum. The limit is extended by 30 days (total of 45 days per annum) if subject to involuntary call-up.
2. Where leave is paid and found not to be supported, the compensation will be taken out of his/her next paycheck(s).

References:

[ACGME Institutional Requirements](#) (Effective July 1, 2022)

IV.H

Appendices:

None