



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: 05/20/2024	Effective Date: 07/01/2024	Next Review Date: 07/01/2025
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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 is reserved for use outside of the first six weeks of 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](#)

[Prisma Health Human Resources: Bereavement Leave](#)

Prisma Health Substantial Disruptions in Patient Care

Counting Academic Days:

All days missed from the training program must be counted in New Innovations to ensure accurate Intern and Resident Information System (IRIS) tracking.

Any time missed from training, whether due to LOA, vacation, holiday, etc. must be accounted for each resident each academic year.

The total time away may trigger an extension of training as outlined below.

Extension of Training Disclaimer:

Notifying the GME Office allows better support for the resident/fellow and the program by ensuring expectations around extended training time are adequately addressed and proper tracking is documented in the residency management system (i.e., New Innovations) as well as the Prisma Health time keeping system (i.e., UKG Dimensions). Programs are required to notify the GME Office of the following types of leave requests:

- Sick days that result in missing four or more consecutive days of training
- Parental leave (including adoption)
- FMLA
- Personal
- Academic

All forms of leave are supported with benefits continuance. Salary continuance is determined by the type and length of leave requested and handled on a case-by-case basis.

The resident/fellow and program are responsible for planning to ensure all program and institution requirements are met in the new training timeframe. Furthermore, while leaves of absence may occur, completion of program requirements and curriculum presumes meaningful participation in the training program. Therefore, residents/fellows with extensive and/or repeated leaves of absence may not be reappointed due to lack of meaningful participation in the training program.

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

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.

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 and must be updated in New Innovations upon the resident's return.

New Innovations Tracking: All leaves of absence must be reported in New Innovations within 30 days of the planned absence and within 10 days of the unplanned absence.

Moonlighting Statement: Moonlighting during the leave period is strictly prohibited.

I. Vacation, Holiday, Sick and Educational Leave

A. Vacation and Holiday Leave:

Paid time off for residents and fellows is encouraged for the purpose of increasing the personal well-being of

the resident. Programs may reserve the right to determine the times of the year when paid time off may be taken. Paid time off for personal days, meeting times, or holidays is solely at the discretion of the program director and may be affected by the assigned rotation and subspecialty Board certification requirements. Time off and holiday assignments may be affected by agreements with rotation hosts (department or hospital systems) for off-service, off-site, or away rotations.

Resident/fellows are provided the following 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. Refer to additional program-specific policies for requesting time off. Note: 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.
4. Vacation and Holiday leave do not accrue year to year.
5. In the case of a stated hospital or regional emergency that meets criteria in the Substantial Disruptions in Patient Care Policy, urgent professional responsibilities may cancel previously arranged paid time off.

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, Prisma Health Leaves of Absences team, 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.
4. Sick leave does not accrue year to year.
5. **Any Prisma Health team member out on Sick Leave for four (4) or more consecutive scheduled workdays must be cleared by Employee Health prior to returning to work.** These types of absences must be reported to the GME Office for tracking purposes as stated above. Team members are encouraged to be proactive in contacting Employee Health to schedule a return-to-work visit. Team members must 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.
3. Educational leave assigned for remedial purposes must be reported to the GME Office as stated above.

II. 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. 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](#).

Parental leave must be reported to the GME Office as stated above.

B. FMLA Leave:

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.

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.
4. FMLA must be reported in New Innovations, as stated above.

C. Non-FMLA Leave:

Non-FMLA 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) and the leave is for their own health condition.

A Non-FMLA Leave of Absence for a serious health condition of the resident may be granted at the discretion of the Program Director under the guidance of the regional DIO.

D. Personal Leave:

Leave of absence due to team member's own personal reasons, other than for recreational vacation or the leaves of absence described above, for greater than fourteen (14) days, retroactive to the first day of absence. This is inclusive of educational leave beyond five (5) days.

If a Personal Leave of Absence is granted, the length of time is at the discretion of the Program Director. Individual programs 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 90 days, 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 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.

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.
5. Jury duty must be reported in New Innovations, as stated above.

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.
3. Court witness leave must be reported in New Innovations, as stated above.

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).
3. Military leave must be reported in New Innovations, as stated above.

References:

ACGME Institutional Requirements (Effective July 1, 2022): IV.H-Vacation and Leaves of Absence

Appendices:

None