

JEFFERSON HEALTH MEDICAL EDUCATION POLICY AND PROCEDURE

Effective Date: July 1, 2024

No: A21.016.5

Supersedes: A21.016.4

DEPARTMENT: Academic Affairs

SUBJECT: Time Away from
Training

I. PURPOSE

To provide guidance for Paid-Time-Off, personal, sick, and bereavement leaves as well as other circumstances where Jefferson Health Medical Education (JHME) residents and fellows will be away from training.

II. SCOPE

Applies to residents and fellows enrolled in accredited or approved medical, dental, podiatric or physician assistant graduate training programs sponsored by JHME.

III. DEFINITIONS

Accredited/approved graduate training program (residency or fellowship):

A program formally recognized by the Accreditation Council for Graduate Medical Education (ACGME), the Commission on Dental Accreditation of the American Dental Association (CODA-ADA), Council on Podiatric Medical Education (CPME) or a similar national accrediting or certifying agency to offer educational and clinical experience in a specific medical or dental specialty. This also includes non-accredited resident and fellowship training programs sponsored through the JHME Office of Academic Affairs (OAA).

Resident (graduate trainee; includes fellows): A graduate of a medical, osteopathic, dental, podiatric or physician assistant school holding the relevant professional degree (MD, DO, DDS, DMD, DPM or PA) and formally enrolled in Jefferson Health Medical Education accredited or approved medical or dental graduate training program.

Paid Time Off (Paid Time Off or PTO): Time calculated for which the graduate trainee is entitled to salary and training credit, but for which no training or service duties or responsibilities are assigned.

Scheduled Day Off: Days that are scheduled in advance by the Department when a resident is not expected to engage in any training duty.

Vacation/Personal Day: Any 24-hour period which the resident elects to spend free of duties and responsibilities otherwise incumbent upon her/him as a trainee in her/his

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respective graduate education program. For purposes of *compensation*, a vacation day/personal holiday equals eight (8) hours.

IV. POLICY

JHME will pay residents when not performing training activities such as Paid Time Off, Leave, Sick, and Bereavement in accordance with the law, JHME Human Resources policy, and ACGME requirements.

In addition, JHME provides residents with:

- a) A minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws and JHME policy at least once and at any time during an ACGME-accredited program, starting the day the resident is required to report.
- b) 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.
- c) 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.
- d) Continued health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence in accordance with JHME policy.

JHME residents and programs must follow the procedures described herein and any subsequent changes or revisions to these procedures.

Programs must provide residents with accurate information regarding the impact of an extended time-away-from-training on the criteria for satisfactory completion of the program and upon a resident's eligibility to participate in examinations by the relevant certifying board.

Residents must satisfy the time-in-training requirements promulgated by relevant accrediting agencies and certifying bodies even if JHME provides for additional paid time away from training duties. Residents are expected to complete the training program on time; residents not training for the minimum time required by the accrediting or credentialing agency will be required to extend training.

V. PROCEDURES

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Counting training time

- a) Residents must satisfy the certification board minimum time in training requirements. Programs will track “time in training” to ensure that each resident trains for the minimum time required by the Program and the certifying board.
- b) Programs will use clear procedures to count training time and provide this information to the residents in the programs.
- c) For the purposes of counting training time (“time on”), regularly scheduled days off are considered “time in training”.

Paid Time Off: Vacation and Personal Days

All residents will have 160 hours paid time off per academic year managed in accordance with HR processes. All PTO from a given academic year should be taken during that academic year as it will not be carried to the next one. Time will not roll over year to year or be paid out at termination or the conclusion of training.

Programs are expected to develop policies, procedures, and schedules to ensure that all residents take 160 hours of Paid Time Off annually.

Program Directors will develop policies, procedures, and schedules to determine how and when PTO may be used and may designate PTO as vacation or personal days. Program policies may be more strict than institutional policy.

PTO may be used for either vacation or personal days:

Vacation Days

- a) Vacations must be scheduled, approved, and monitored by the Program Director.
- b) The Program Director may set guidelines for vacation scheduling including but not limited to:
 - a. Amount of vacation that may be scheduled at any one time
 - b. Certain weeks, months or rotations in which vacation may not be scheduled
 - c. Whether any vacation days may be taken as individual “personal” days or if all must be scheduled in blocks
 - d. The number of residents permitted to take vacation at the same time
- c) Program Directors shall provide written guidelines governing Vacation Days to all residents.

Personal Days

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- a) Programs may designate some PTO to be utilized as “personal days”
- a. Personal days must be scheduled and approved in advance except in the case of unforeseen emergency. Personal Days must be scheduled, approved, and monitored by the Program Director.
- b. The Program Director has the discretion to set guidelines on how personal days are scheduled for residents within the program including but not limited to:
 - i. Certain days, months, or rotations in which personal days may not be taken
 - ii. Whether personal days may be taken as individual days or if they may be scheduled as a block of time
 - iii. The number of residents permitted to take personal days at the same time
- c. Program Directors shall provide written guidelines governing Personal Days to all residents.

Other Paid Time: Sick Time and Bereavement Leave

Sick Days

- a) Sick leave pays the resident only when the resident is unable to come to work due to personal illness or injury. Sick leave is not available for the illness of other family members.
- b) Program Directors will provide written guidelines for notifying the Department and/or Supervisor when residents use Sick Days.
- c) Program Directors must develop policies, procedures, and schedules to facilitate scheduled and unscheduled resident appointments with healthcare providers that conform to JHME HR policies and ACGME requirements.
- d) HR Policy for excessive absence or lateness shall be adhered to by all residency programs.

Bereavement Days

- a) Bereavement leave pays the resident during bereavement according to JHME HR Policy.
- b) Additional time off beyond Bereavement Leave taken is considered Paid Time Off.

Medical, Parental, and Caregiver Leave

Residents and Fellows will receive 100% salary continuation for the first six (6) weeks of an approved medical, parental or caregiver leave of absence. Available PTO may then be used for any additional weeks until all PTO is exhausted except for one week (40 hours)

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after which additional leave is unpaid. Salary continuation may extend beyond 6 weeks in some circumstances. Benefits remain active during an approved leave.

Medical, Parental, and Caregiver Leave is governed by JHME HR policies, policies of the Office of Academic Affairs, and requirements of the ACGME.

Residents must coordinate leave details using the current HR processes and vendors. These processes are detailed in regular communications with the residents and can be found on New Innovations or with the Office of Academic Affairs. Residents are encouraged to seek Leave guidance from their Program Director or the Office of Academic Affairs.

Preparing for Leave

Residents considering leave should meet as soon as feasible with the Program Director to develop a clear agreement of the impact of proposed leave on training and board eligibility.

Residents must submit a “Request for Leave” form (located on New Innovations) to the Program Director for review as soon as feasible. The Program Director and Coordinator will complete a “Training Time Calculation Document” and meet with the Office of Academic Affairs to review the request for leave and training time accounting. Request for leave will require written approval of the Program Director, the ACGME Designated Institutional Official, and the Assistant Vice-President for Academic Affairs or their designee.

Residents must receive written approval (Leave Communication #1) of the leave that includes an approved “Training Time Accounting” document, the expected date of return, a description of adjustments made to medical licensure, ACGME reporting, immigration agencies, the Graduate Training Agreement (GTA), and certifying board reporting and impact. The document must be signed by the Program Director, the ACGME Designated Institutional Official, the Assistant Vice-President for Academic Affairs or their designee, and the resident if feasible.

The Office of Academic Affairs will facilitate HR processes, GTA adjustments, Pennsylvania licensure reporting, and immigration agencies (if applicable) when the resident starts leave.

Preparing to Return from Leave

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Residents returning from leave must follow all clearances to return to work as applicable and notify the Program Director as soon as feasible if any adjustments to the expected date of return are anticipated.

The Program Director and Coordinator will meet with the Office of Academic Affairs to reaffirm or adjust the elements of Leave Communication #1 and the “Training Time Calculation” document.

Residents must receive written communication (Leave Communication #2) at the time of return from the leave that includes a revised “Training Time Accounting” document, the known date of return, a description of adjustments made to medical licensure, ACGME reporting, immigration agencies, the Graduate Training Agreement (GTA), and certifying board reporting and impact. The document must be signed by the Program Director, the ACGME Designated Institutional Official, the Assistant Vice-President for Academic Affairs or their designee, and the resident.

Legal Holidays or closed clinical operations

- a) Due to the nature of graduate training programs and corresponding patient care responsibilities, no additional paid time off is provided for federal holidays.
- b) Legal holidays are recognized as equal to any other day in terms of resident duties, responsibilities, and compensation.
- c) If the department has clinical operations during the legal holiday or other disruption, including for weather emergencies, some residents or all residents in the program maybe assigned clinical duties; those residents who are not assigned, will be on a scheduled day off.
- d) If the department’s clinical operations are closed during a federal holiday or at any other time and no resident is scheduled for clinical duties, all residents will be on a scheduled day off on these days.

Other Circumstances

USMLE/COMLEX examination

- a) Residents are expected to plan for the USMLE or COMLEX examinations in coordination with the Program Director to minimize the impact on clinical operations and training,
- b) USMLE and COMLEX examinations, including travel time, are considered PTO.

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Interview Leave

- a) Interview days are considered PTO for personal business.
- b) Residents are expected to plan interview days as part of PTO (personal or vacation time). Time off in excess of PTO for interviews is not permitted.

Conference Leave

- a) Time away from training to attend or present at medical meetings is at the discretion of the Program Director but shall not exceed 5 days annually. Additional days to attend meetings will be considered PTO.
- b) Time attending conference will count as training time (“time on”) for up to 5 days annually.

Graduating Residents – Early Departure

- a) All residents completing a training program are expected to work through the last day of their Graduate Training Agreement (resident contract).
- b) Residents relocating after training must plan accordingly and schedule a portion of their annual PTO, up to a maximum of 5 days if needed as terminal leave.
- c) Requests for a departure earlier than one week prior to the end of the Graduate Training Agreement will not be granted except in extreme rare circumstance. Request for exceptions must be made, in writing, to the Program Director, at least three months in advance of completion of training and be approved by the Program Director and the Office of Academic Affairs.
- d) Program Directors shall provide guidelines governing early departure from residency training, in writing, to all residents enrolled in the training program (refer to Departmental Residency Program Manual).

Weather emergencies

- a) Residents scheduled for clinical or non-clinical training duties, are expected to work as scheduled regardless of weather.
- b) When clinical operations are closed or non-clinical training is suspended due to weather, residents will take a PTO day.

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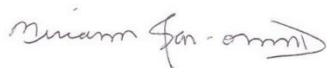
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Approved by: Graduate Medical Education Committee

Date: 7/9/2024

Approved by: _____



Miriam Bar-on, MD
Designated Institutional Official

Date: 7/9/2024

Approved by: _____



Douglas L. McGee, DO
Chief Academic Officer

Date: 7/9/2024

To be reviewed: Every 3 years or sooner if ACGME requirements or HR policies change.