Scope: All residents and fellows participating in NYU Winthrop Hospital (NYUWH) specialty and subspecialty graduate medical education training programs (i.e. residencies and fellowships).

I. PURPOSE / RATIONALE

To establish an institutional policy regarding time off and leave taken during graduate medical education training.

II. POLICY

VACATION TIME

All House Staff receive four weeks’ vacation (20 working days) within their contract year. A written request must be submitted to and approved by the director of the service to which the resident is assigned. Vacation time cannot be accrued from one year to the next and housestaff will not be paid for unused time.

SICK TIME

Should a member of the House Staff become ill and unable to work, he/she must report either in person or by telephone to the Chief Resident or Residency/Fellowship Program Director. A maximum of 12 days will be granted per year. Sick leave may not be accumulated from year to year and sick days cannot be taken as vacation days.

WELLNESS DAYS

ACGME requires that house staff must be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours. In order to accommodate this need, residents/fellows will be granted 2 wellness days per academic year. These may not be carried over to the next academic year and should be scheduled in advance per individual programs’ policies.

FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act of 1993, the Hospital will grant an eligible member of the housestaff unpaid leave or leaves for up to 12 weeks in a 12-month period. Eligibility is one who has worked a minimum of 1250 hours in the twelve-month period prior to the start date of the requested leave.

Leave may be granted for the birth, adoption or acceptance for foster care of a child; for the care of a child, spouse, or parent with a serious health condition; or for the employee’s own serious illness.

The resident/fellow should notify the Program Director and/or Chief Resident at least 30 days prior to the anticipated leave or as soon as possible if 30 days’ notice is not possible.
Residents are able to return to their training program after a leave of absence without loss of training status if their leave does not exceed that allowed by the specialty boards. Leave allowances as required by specialty Boards vary greatly. Residents should contact the applicable specialty boards for current policies, the program director/coordinator, or the Office of Academic Affairs to clarify their specialty board policy.

EFFECT OF LEAVE OF ABSENCE ON COMPLETION OF RESIDENCY

The amount of time taken for leave(s) of absence will be added to the expected completion date for the residency program. Residents can access information related to eligibility requirements for specialty board examinations on the appropriate American Board specialty website or they may contact their program director for information. A link to each specialty Board can be found at http://www.abms.org/About_ABMS/member_boards.aspx

HOLIDAYS

Residents will be scheduled to work various holidays with no compensatory time allotted.

INTERVIEWS

Each residency program will determine how time off for interviews will be handled for that program, always ensuring that ABMS board certification can be met. Programs should take into consideration individual factors, such as type of position being interviewed for and location.

At the Department Chair’s discretion, residents will or will not be charged vacation for attending professional and continuing education meetings as designated representatives of their department.

Approved by the GMEC: 10/15/12
Revised and Approved: 6/6/16, 6/5/18