

RESIDENT/FELLOW PAID DAYS OFF (VACATION/SICK/OTHER) POLICY #: 1017

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PURPOSE

Time away from work lets one unwind, relax, and achieve a balance between working life and personal life. The Adventist Health System Paid Days Off (PDO) program provides employees with the time to rest and the opportunity to achieve that work/life balance.

POLICY

Residents/Fellows will receive a set number of Paid Days Off (PDO) at the beginning of each academic year (from July 1 to June 30). **PDO is inclusive of ALL time away due to: vacation, illness, emergencies, appointments, personal time, interviews, holidays and away educational conferences (after exhaustion of program specified CME day bank).**

Any unused PDO will be lost; unused PDO cannot be sold or carried over to the next academic year. Any resident who starts a program off-cycle shall have their paid time off prorated for the remainder of the academic year.

It is the responsibility of the resident/fellow to monitor and maintain a balance of PDO to cover all time away as defined above. If there is an inadequate balance of PDO to cover additional requested time off, the request may be granted as unpaid time at Program Director discretion and may affect training requirements.

No individual under any circumstances can receive more than 20 Paid Days Off in an academic year. In case of a stated hospital or regional emergency, urgent professional responsibilities may cancel previously arranged PDO time. Denial of paid time off may be at the discretion of the Program Director to remediate documented deficiencies.

Leave of Absence: Please review and abide by the AH GME Paid Leave [Policy #: CW HR 206.9](#).

Programs: Each training program must have a clearly written PDO Policy that is approved by the DIO. Each program policy is to include the following:

1. Number paid days off, including CME days.
2. Procedure for Residents/Fellows to report time off to the Program Director and Program Coordinator and method of tracking.
3. Procedure for securing rotation coverage while on PDO – if applicable.
4. Procedure for reporting unexpected time-off (including sick days and emergencies).
5. The times of the year when paid time off should/should not be taken based on expected clinical and educational needs.
6. PDO approval guidelines, process of approval, and timelines for requesting and changing requests.

7. The number of Residents/Fellows that may be scheduled away at one time, based on clinical and educational needs.
8. If the trainee has exhausted their 20 PDO days, and the program allows extra days off, that time will not be paid and it must be reported to the Office of GME.

PROCEDURES

All time-off should be appropriately tracked in each program in New Innovations. All reported PDO must be in accordance to program policy and GME Expectations for Tracking Resident and Faculty Time-Off SOP.