

Still OPTI

POLICY		Policy No: IS-022
Subject: Vacation and Leaves of Absence	Approval: 7/26/2022	Page 1 of 1

PURPOSE

The purpose of this Still OPTI policy is to ensure each ACGME-accredited program provides vacation and leaves of absence, and this document articulates the expectation in policy in accordance with the *ACGME Institutional Requirements*.

POLICY

Still OPTI, as the Sponsoring Institution (SI), will ensure that each residency program provides vacation and leaves of absence in compliance with ACGME Institutional requirements and applicable laws.

RESPONSIBILITY

Each residency program must adopt a policy and procedure for “vacation and leaves of absence,” as referenced in ACGME requirements, addressing medical, parental, and caregiver leave(s) of absence, consistent with applicable laws and is in agreement with this policy. Vacation days or other off duty time periods must also be defined in the policy.

This SI policy outlines the following required elements:

1. Provide residents six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws once and at any time during an ACGME-accredited program, starting the day the resident is required to report.
2. Provide residents with 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.
3. Provide residents with 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.
4. Ensure the continuation of health and disability insurance benefits for residents and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence.
5. The process for submitting and approving requests for leaves of absence is defined by each primary clinical training site. Each site, Northeast Regional Medical Center, Peak Vista Community Health Center, and Rocky Vista University will describe the process for approving requests.
6. Provide processes for ensuring the availability of resources to support residents’ well-being and education by minimizing impact to clinical assignments resulting from leaves of absences.
7. Be available for review by residents at all times. Programs must provide residents with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident’s eligibility to participate in examinations by the relevant certifying board(s).
8. Programs must report all requests for time off related to this policy, rationale for leave (general) and the decision made, all in aggregate form annually by June 30th for the preceding academic year for review by the DIO and GMEC.

Resident Responsibilities:

1. Residents are responsible for learning and following the Institutional and program policies and procedures and any other process requirements.

Still OPTI Responsibilities:

1. Still OPTI will confirm that programmatic policies and procedures regarding resident vacation and leaves of absence meets both Still OPTI policy and ACGME requirements.
2. Still OPTI DIO and/or designees will review compliance and discuss any concerns in meeting these expectations regarding leaves of absence. Unresolved concerns will be reviewed at the GMEC for review, action, and follow-up, as appropriate.
3. Still OPTI will provide oversight regarding the Vacation and Leaves of Absence Policy by residency programs providing an annual-update that addresses any concerns with implementation at the Still OPTI GMEC.