

<b>Policy Name:</b> GME Vacation and Leave of Absence Policy	
<b>Originating Officer (Title), Council, or Committee:</b> Graduate Medical Education Committee	<b>Effective Date:</b> April 1, 2025
<b>Approved By:</b> Shelly Monks, Vice President and Chief Academic Officer and Designated Institutional	<b>Last Reviewed Date:</b> April 1, 2025
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## 1.0 Scope:

### 1.1 Applicable Entities:

This policy applies to:

- Texas Health Resources (Texas Health) and its member entities
- Excludes the Texas Health joint venture entities (except those listed in the Formulation and Adoption of System-Wide Policies and Procedures in Section 4.1.6 or in Section 4.1.7)

### 1.2 Applicable Departments:

This policy applies to all Texas Health Graduate Medical Education residents and fellows (hereafter referred to as Trainees) employed by Texas Health Resources ("Institution").

## 2.0 Purpose:

2.1 The purpose of this policy is to define the Paid Time Off and Leave of Absence available to Trainees.

2.2 Leave of Absence must meet eligibility criteria specific to the Leave of Absence type.

## 3.0 Policy Statements:

3.1 At Texas Health, we are committed to creating a workplace where diversity is celebrated, and inclusion exists at all levels. As such, Texas Health does not tolerate discrimination in any form or any behaviors that are incompatible with our core values – Respect, Integrity, Compassion, and Excellence and Our Texas Health Promise<sup>SM</sup>.

## 4.0 Provisions:

### 4.1 PTO

4.1.1 PTO is allocated by each PGY level of training specific to each Trainee, not by academic year.

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- 4.1.2 Trainee will have available twenty (20) weekdays (Monday – Friday) defined as four weeks with contiguous weekends not to exceed a total of twenty-eight (28) days.
- 4.1.3 PTO may not be taken in more than six (6) segments during each academic year Term or as approved by each Program Director or their designee.
- 4.1.4 PTO is available for any reason except for days off resulting from a work-related injury or illness or short-term or long-term disability, to which certain THR policies apply.
- 4.1.5 PTO requests must be submitted and approved in accordance to the Trainee's program requirement.
- 4.1.6 Unused PTO for each PGY level of training will be forfeited, not rolled over nor paid out.
- 4.1.7 Trainees are not eligible for the THR PTO program and instead will be provided with PTO as proved above.

## **5.0 Leave of Absence.**

- 5.1.1 Trainees are entitled to all leaves of absences as allowed by all applicable state and federal law and THR Policies.
- 5.1.2 Trainees must be aware that any leave during the Trainee's residency may result in an extension of the length of training required to meet training requirements.
- 5.1.3 Trainee can apply for up to six (6) weeks of 100% paid time once during their training program for approved medical, parental and caregiver leaves of absence. These leaves will only be granted if the Trainee has a qualifying reason under applicable state and federal law.
- 5.1.4 If leave type is parental, up to six weeks will be paid, with no Trainee's PTO used.
- 5.1.5 If leave type is medical or caregiver, Trainee's available PTO will be used minus one (1) week. One (1) week of PTO will be reserved for other use after the approved qualified leave during the same PGY level of training. One (1) week is defined as five (5) weekdays, Monday – Friday.
- 5.1.6 Trainee must promptly notify the Trainee's Program Director, Program Administrator, and if applicable, the Chief Medical Resident, to provide as

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much advance notice as possible before a leave of absence.

- 5.1.7 Following the notification, Trainee is required to log into their MyTHR.org portal to request the leave of absence through the UKG Workforce Management System. The Program Administrator will provide detailed instructions for submitting the request.
- 5.1.8 Upon submission, Trainee will receive an email outlining leave information, responsibilities during the leave, and any required legal notices. The THR Department of Integrated Disability Management (IDM) will inform the Trainee of the approval status of their leave of absence and will communicate return-to-work instructions.
- 5.1.9 Health and disability insurance benefits for Trainee and their eligible dependents will remain active during any approved medical, parental or caregiver leave of absence.

## **6.0 Board Eligibility and Leave of Absence**

- 6.1.1 It is the responsibility of the Trainee's Program Director and the Trainee to be in compliance with the Program requirements concerning the effect of leaves of absence on satisfying the criteria for completion of the training program and assuring eligibility for certification by the relevant certifying Board.
- 6.1.2 When possible, prior to granting leave, specific relevant Board requirements should be reviewed by the Trainee's Program Director and Trainee to assure that the Trainee is familiar with the possibility of having to make up time that may extend Trainee's training.
- 6.1.3 If extended leave results in the requirement for additional training in order to meet the relevant certifying Board requirements, financial support for the additional training time must be determined and arrangements made for the leave and additional training.

## **5.0 Definitions:**

- 5.1 DIO – Designated Institutional Official
- 5.2 ACGME – Accreditation Council for Graduate Medical Education
- 5.3 Graduate Medical Education Committee (GMEC) – Responsible for policy and oversight Graduate Medical Education.

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5.4 PGY – Post-Graduate Year

5.5 Program Director – Physician designed with authority and accountability for the operations of the training program.

5.6 PTO – Paid Time Off to include time for vacation

5.7 Resident/Fellow – Trainee in a sponsored Graduate Medical Education program.

**6.0 Responsible Parties:**

6.1 Program Director and Graduate Medical Education Committee  
Implementation and oversight of the policy is the responsibility of the Program Director and the Graduate Medical Education Committee.

**7.0 External References:**

[ACGME Policies and Procedures](#)

**8.0 Related Documentation and/or Attachments:**

**9.0 Required Statements:**

Not Applicable