

Department of Medicine

Time-Off Policy

**By ACGME and ABIM policy, you are allowed a total of 20 days off per academic year (this includes interview time, vacation time, and sick time exceeding 4 days); unused time-off can not be carried over to the following year (i.e. you must use your annual allotment of 20 days). Anytime beyond 20 days must be made up (i.e. training time must be extended which means that your residency end date will be after June 30th of your final year; extending your training means that your fellowship or employment start date will be delayed beyond July 1st) in order for you to be eligible for the ABIM Certifying Exam. There are no exceptions to this rule.*

Incoming PGY-2s and PGY-3s will be required to submit in advance of the academic year all planned days off based on their schedules; no more than 10 days can be taken during CC Blocks and time-off during non-elective, non-CC time requires that the PGY-2/3 find coverage that is subsequently approved by the Educational Programs Office. All time-off requests require approval of the Educational Programs Office. Incoming PGY-1s will have vacation time assigned to them in advance of the academic year; these can only be changed with approval of the Educational Programs Office.

**Please note that while we fully support the Family Medical Leave Act, any time taken beyond the allotted 20 days per year must be made up in order to be eligible for promotion or graduation. This will require extending your training time.*

**All time off, regardless of reason, requires prior approval from EPO. Time off taken without prior EPO approval can lead to Academic Probation.*

**Vacation requests are on a first come, first serve basis.*

- I. **PGY-2s and PGY-3s – No more than 10 off total at any one time**
- a. **Vacation Days – you must find your own coverage (when needed) and vacation can't be changed within 60 days of beginning vacation (except for PGY-3s interviewing for fellowship/job)**
 - i. If you want to take vacation time while on a "CC" block, you must submit your request 60 days in advance (UHCC policy) to EPO for review.
 - 1. No more than 10 vacation days can be taken on "CC".
 - a. Contiguous CC vacation blocks is strongly discouraged
 - i. if contiguous CC vacation blocks are to be taken, then it is expected that you will provide ½ day of your continuity clinic at some point during the contiguous time off.
 - ii. If you want to take vacation time while on a required floor/critical care/night/admitting service, you must find your own coverage and submit your request with coverage at least 60 days in advance to EPO for review.
 - iii. If you want to take vacation while on any other rotation, you must submit your request at least 60 days in advance to EPO for review.
 - iv. If your vacation time will conflict with pre-assigned jeopardy time, you must find jeopardy coverage.
 - v. Weekend days count as time off if you had required weekend duties (i.e. call or jeopardy).
 - b. **Interview Days – EPO will provide and contact coverage for you**
 - i. 1 full day off = 1 day off (i.e. as long as you work for part of a day, the day will not be counted as one of the allotted 20 days off).
 - ii. Please see Residency Handbook regarding requirements for an Interview request.
 - iii. Days off for this purpose will decrease vacation time.
 - c. **Unfit Days – EPO will provide coverage for you, but you may need to notify coverage**
 - i. The Chief Residents should be contacted by phone at least 2 hours prior to the start of work; failure to do so may require that you come into work until coverage can be provided.
 - ii. The first two (2) unfit days of the academic year will not require "payback" unless the days were taken while on weekend coverage of any kind, night coverage of any kind, admission coverage of any kind, or call coverage of any kind. A non-trainee physician note justifying this time taken nullifies the need to "payback".
 - iii. All unfit days thereafter taken while on a required service (above-named plus any inpatient service or continuity clinic) will require "payback" (to be determined by EPO) unless a non-trainee physician's note is provided justifying the time taken.
 - 1. An unfit day can count as 24 hours off which may require forfeiting your scheduled 24 hours off during the same week.
 - iv. Unfit days exceeding three (3) consecutive days must be accompanied by a non-trainee physician's note documenting the needed time off.
 - v. If annual unfit days exceed 4 days, "vacation" days will be subtracted; if no "vacation" days remain, residency training may need to be extended.
 - d. **Approved Conference/ACLS/USMLE Exam Days**
 - 1. USMLE exams can't be taken during required service time (floors, units, admitters, night rotations, med consult, CC weeks); **exams can be taken during elective/research time only.**
 - 2. If presenting at EPO-approved Regional or National Conferences (this requires having been approved via the "Abstract/Poster Submission Request" form located at

<http://www.upstate.edu/medicine/research/>), EPO will provide 6 days of coverage per academic year.

- a. Anytime beyond 6 days will be deducted from vacation time and you must find your own coverage.
- b. International travel is not allowed.

II. **PGY-1s – No more than 5 off total at any one time**

- a. Vacation Days
 - i. Selected in blocks prior to beginning of academic year.
 1. No vacation allowed during “CC” blocks.
 - ii. Requests for changes must be made 60 days in advance; please note there is no guarantee this will be approved.
 - iii. Vacation starts 7AM Wednesday morning of the vacation block, not the weekend or Monday/Tuesday prior.
- b. Interview Days – **EPO will provide and contact coverage for you**
 - i. See above under “PGY-2s and PGY-3s”.
- c. Unfit Days – **EPO will provide coverage for you, but you may need to notify coverage**
 - i. See above under “PGY-2s and PGY-3s”.
- d. Approved Conference/ACLS/USMLE Exam Days
 1. See above under “PGY-2s and PGY-3s”.