



Pediatric Residency Program Time Off Policies

Sick Days

Residents accrue one sick day per month of residency. (Example, an intern who has not taken any sick days will have accrued 6 sick days by January of their intern year.) These sick days continue to roll over each year. Sick days are to be used for illness and extenuating circumstances, not as personal days. If taking a sick day, the resident must notify the Chief Resident as soon as possible so that back-up coverage may be arranged if needed.

Vacation Days

Residents have 20 days of paid vacation per year. These days *do not roll over* from one academic year to the next. Vacation days may only be taken during vacation eligible rotations.

Bereavement

Residents are allowed bereavement days to attend funeral services of a family member. These days do not count as vacation or sick days and are paid leave. The resident should notify the Chief Resident as soon as possible so service coverage can be addressed. If the resident is required to miss a call, the back-up call person may be activated.

Relationship	Time Off
Spouse or domestic partner, children (biological, step or adopted), Parents (biological, step or adopted)	5 work days
Siblings Grandparents Grandchildren In-Laws: Brother, sister, daughter, son, mother, father, grandparents, and great grandparents of your spouse or domestic partner Any person living in your household at the time of death	3 work days



Meeting Days

All categorical Pediatric residents are given up to 5 weekdays per residency to attend a medical meeting as an invited presenter or as a representative of the residency program. One or two of these days may be used for travel based on the location of the meeting. This time should be taken during a vacation eligible month if possible and cannot be changed to vacation days or other forms of leave if not utilized. The resident may use the educational stipend to help cover the cost of the meeting, but should contact the program director in advance as other funds may be available. All meeting day requests must be submitted on the official Time-Off Request Sheet and be approved by the Chief Residents and the Program Director in advance. If the resident anticipates multiple presentations or meeting representations, they should schedule an appointment with the Program Director.

Interview Days

Residents are allowed up to 5 days total to interview for a job or fellowship position. Although it is preferred that these days are taken while the resident is on outpatient rotations, this is not always possible. All interview day requests must be submitted in advance on the official Time-Off Request Sheet and be approved by the Chief Residents. Interview days will be granted in accordance with the following:

- No more than 2 days are granted during an inpatient rotation* and no more than 5 days during elective/outpatient rotations.
- Requests that exceed 5 total days off from an elective rotation (including interview days, vacation, meeting time, or boards) will require prior approval by the Program Director and Chief Resident and the extra days will be taken out of your remaining vacation days.
- The resident is solely responsible for notifying the attending physician at the start of the rotation of his/her approved interview days.
- Interviews should not be scheduled on the resident's Continuity Clinic or didactic day. If there are extenuating circumstances, and there are not alternatives for an interview on these days, the resident must receive permission from the Chief Resident and Program Director in advance. The Continuity Clinic must be given 2 weeks notification for the cancellation. If the interview is arranged less than 2 weeks in advance, the resident must arrange for one of his/her peers to see his/her scheduled clinic patients.
- Interview days taken during inpatient rotations* cannot conflict with the call schedule, clinic schedules for team members, or cause duty hour violations for any team member.
- Interviews days taken during Emergency Medicine rotations must be scheduled on days off and may not exceed 4 days.
- Once a job is secured, no additional interview days may be taken. Abuse of this will result in deduction from any remaining vacation days and possible disciplinary action.
- Interview confirmation must be given to the Chief Residents for any fellowship or job interview. This can be in the form of a copy of an email or letter from the practice or institution to the resident. Plane tickets alone do not qualify as confirmation of an invitation to interview.

*Inpatient rotations include NICU, PICU, TMC NICU, MCU, H/O and General/Subspecialty inpatient rotations

Family Illness

Residents may use up to 10 days every year for family illness leave. These are paid days with benefits. These 10 days are exclusive of Saturdays and Sundays when taken consecutively. Please see below if using them as part of a maternity or paternity leave.



Maternity/Paternity Leave

Residents becoming pregnant, having a significant other who becomes pregnant, or planning adoption during residency should notify the Program Director and Chief Residents early in the pregnancy/adoption if the resident is planning on taking any time off. The pregnancy/adoption will be kept in confidence until the resident reveals it, but the residency program directors and chief residents would like to know as soon as possible to anticipate/begin schedule changes. This is particularly critical during the time before the master schedule release.

In accordance with the Family Medical Leave Act (FMLA), Residents may take off up to 12 weeks for the birth or adoption of a child. All time beyond 12 weeks must be approved by the Program Director and Chair of Medical Education. FMLA *does not guarantee pay*. The number of days that you receive pay and/or benefits depend on how that leave is comprised.

- **Family Illness Leave**-- These days may be used as part of a maternity/paternity leave; however, they may only be used **once** for this purpose per residency. Residents who have more than one maternity/paternity leave per residency must use sick days, vacation days, short term disability, or unpaid leave if they have previously used a 10 day family illness leave for maternity/paternity leave during their residency.
- **Sick Days**-- Residents may use accrued sick days.
- **Vacation Days**—Residents may use all of their vacation days toward a maternity/paternity leave, but we discourage this if the leave is in the first 6 months of the academic year to preserve your personal well-being.
- **Short Term Disability**—Purchasing a short term disability policy is *highly recommended*. It is *not* a part of the standard benefit package, but is available for purchase each year. If purchased in advance of the pregnancy, it may be used to provide additional time off, at a different pay scale. The amount of time it provides coverage is dependent upon whether the resident has a vaginal or c-section delivery. Please review your individual policy for full details if you have purchased a short term disability policy.
- **Unpaid Leave**—Residents may take up to 12 weeks total of leave, and some of this time may be in the form of unpaid leave. Residents may be responsible for paying their contribution towards health care insurance coverage during FMLA periods of *unpaid* leave depending upon their other available leave options (availability of sick days, family illness leave, vacation days and short term disability days.) **If the resident has been employed less than one year, they do not qualify for a FMLA leave** and may be responsible for paying both the employee and the hospital's contribution towards health coverage for any non-FMLA leave periods in which the employee is unpaid. Please contact a Residency Program Coordinator (Amy Moten/Amanda Larson *after* discussing your leave with the Program Director.

Additional Rules

Pregnant residents may NOT be allowed to work more than three inpatient/ICU months in a row in the last trimester of the pregnancy.

Residents will NOT be on inpatient/ICU during the month of expected delivery/adoption if at all possible. Residents may be switched to another rotation at the discretion of the Chief Residents and Program Directors to minimize the impact of intense rotations during the last month of pregnancy on the resident, patient care needs, and residency scheduling. If a non-inpatient/ICU rotation alternative is available, the resident may not request to remain on inpatient/ICU during the month of expected leave.

Requests regarding a leave of absence and surrounding months (i.e. Not coming back to inpatient) count as official master schedule requests and supersede other master schedule requests made by the resident who is taking the leave.



Leave of Absence

A leave of absence is granted on a case-by-case basis by the Program Director, in accordance with applicable law. A leave of absence is normally unpaid. The ability to use vacation and/or sick time will be determined by the Program Director. The decision will be based on the underlying need for the leave of absence. Reasons for which a leave of absence may be granted include: the birth/adoption of a child; the serious health condition of a resident; the serious health condition of a resident's family member; and other circumstances. The resident may be required to make up all rotations missed. Residents that have been employed for 1 year or greater are eligible for the Family Medical Leave Act – FMLA allows you to maintain your position and medical coverage during an unpaid medical leave of absence for up to 12 weeks. Residents may still be responsible for paying their contribution towards health coverage during a FMLA leave and for non-FMLA leave may have to pay both the employee contribution and the hospital contribution of health benefits. The resident may be terminated from the program if the length of the leave of absence extends beyond six (6) months.

Extending Residency due to Leave

In accordance with the American Board of Pediatrics, all residents must complete and receive credit for 33 months of residency to graduate. (The additional 3 months are the vacation time that is built in over the 3 years for a grand total of 36 months) To receive credit for a rotation, residents must be present for and successfully complete at least:

- **15 days of an Outpatient Rotation/Elective**
- **21 days of an Inpatient Rotation**

Miscellaneous

Other reasons for missing work such as jury duty or a court subpoena should be discussed as soon as possible with the Chief Residents or Program Director.

How to use your Short Term Disability Benefits on your Maternity Leave if policy purchased through CMH

File a claim with Hartford (or your policy provider if purchased outside of the CMH additional benefit options) several weeks in advance of your due date. Contact Hartford once the baby is born. 14 days after they verify your delivery, you will begin to receive your benefit checks.

- Benefits are paid at 60% percent of your salary, but is not taxed
- 4 weeks for a vaginal delivery
- 6 weeks for a C-section

For more information regarding your short term disability please contact Peter McKee, Benefits Specialists at 816.983.6840.

Hartford

As of July 1, 2009, residents must notify The Hartford at 1-888-801-9673 at least thirty calendar days in advance when taking a leave of absence. An absence coordinator will gather the necessary information to start your leave and will be able to answer your questions. Five business days prior to the employee's expected return date to work, The Hartford will contact the employee to verify he or she intends to return to work. The Hartford will send an e-mail to the department manager and Human Resources to indicate whether or not the employee will be returning to work.

Adding your baby to your CMH insurance policy

You have 30 days from the birth of your child to add him/her to your insurance policy. To add your baby to your CMH policy or for more information, please contact a Residency Program Coordinator (Amy Moten or Amanda Larson) Karen Tuzzolino in HR at 816.234.3069.

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