

Department of Medicine

Time-Off Policy

You are allowed a total of 20 days off per academic year (this includes interview time, vacation time, and any additional personal 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 the mandated annual allotted time off may need to be made up (or must be made up depending on total time away from training); this decision rests with the Program Director and is based on overall performance and total time away from training. Any additional time will require extension of training beyond the original 36 months (or 12 months if a Preliminary Intern) which means your residency end date will be after June 30th of your final year which a) could impact your ABIM exam eligibility for that calendar year and b) will impact your fellowship or employment start date (until sometime after July 1st).

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 with no more than 10 days taken during CC Blocks (but not contiguous 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 on FMLA beyond the above-described annual allotment may require extension of training (whether that delays promotion and/or graduation depends on a number of factors such as total time away and overall performance; this decision rests with the program director).*

**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**

- a. **Vacation Days – you must find your own coverage (when needed)**
 - i. If you want to take vacation time while on a “CC” block, you must submit your request 90 days in advance to EPO for review; vacation time on CC can't be changed with less than 90 days notice.
 - 1. No more than 6 residents may be gone from any one CC Block, but this number will decrease to 4 during Fellowship Interview Season.
 - 2. No more than 10 vacation days can be taken on “CC”, but this time can be taken as individual days or as a complete block; however, all time must be used within 3 CC blocks.
 - a. Taking contiguous CC vacation blocks in their entirety, however, is not allowed.
 - b. CC time may not be taken off for a PGY-2/PGY-3's final CC block of the year.
 - 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 30 days in advance to EPO for review; changes to vacation can't occur with less than 30 days notice.
 - iii. If you want to take vacation while on any other rotation, you must submit your request at least 30 days in advance to EPO for review; changes to vacation can't occur with less than 30 days notice.
 - iv. If your vacation time will conflict with pre-assigned jeopardy time, you must find jeopardy coverage; failure to do so will lead to Academic Probation.
 - v. Weekend days count as time off if you had required weekend duties (i.e. call or jeopardy).
 - vi. Vacation begins when your shift has come to a complete end; you may not make plans to begin vacation before a shift has concluded; failure to follow this rule will lead to Academic Probation.
- 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 except under these circumstances:
 - 1. For every 1st author PubMed-indexed publication with a PubMed ID# available (“Letters” do not count) done as a house officer at Upstate (to a maximum of 6 publications in total), an additional Interview Day without penalty will be added to your docket (to a maximum of 6 Interview Days in total); this can only be used for an Interview Day, not a Vacation Day.
 - 2. PGY-1/2s with a PGY-1/2 percentile rank of 80-89% will receive one extra “interview day” with no vacation penalty during their PGY-3 year.
 - 3. PGY-1/2s with a PGY-1/2 percentile rank of $\geq 90\%$ will receive two extra “interview days” with no vacation penalty during their PGY-3 year.
- c. **Unfit/Resilience/Wellness Days – EPO will provide coverage for you, but you may need to notify coverage**
 - i. The Chief Residents should be contacted via a phone discussion (per the Chief Admin number listed on Amion) 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) missed sessions/shifts of the academic year will not require “payback” unless these were taken while on weekend coverage of any kind, night coverage of any kind, admission coverage of any kind, call coverage of any kind, or an assigned continuity clinic. A non-trainee provider note justifying this time taken nullifies the need to “payback”.
 - iii. All missed session/shifts thereafter taken while on any service will require “payback” (to be determined by EPO). A non-trainee provider note justifying this time taken nullifies the need to “payback”.
 - 1. An entire day away will count as 24 hours off which may require forfeiting your scheduled 24 hours off during the same week.
 - iv. Missed session/shifts exceeding three (3) consecutive days must be accompanied by a non-trainee provider note documenting the needed time off.
 - v. If annual missed sessions/shifts days exceed 4 days, “vacation” days will be tapped into; if no “vacation” days remain, residency training may need to be extended.
 - vi. If you are on Jeopardy, but need to miss your Jeopardy eligibility and haven’t notified the Chiefs Residents prior to being contacted, you will be charged a vacation day.
- d. Approved Conference/ACLS/Licensing Exam Days
- 1. Licensing exams (i.e. USMLE and COMLEX) can’t be taken during required service time (floors, units, admitters, night rotations, med consult, CC weeks, jeopardy assignment); **exams can be taken during elective/research/vacation time only.**
 - a. Taking the USLME exam does not count towards your time off except if you have chosen to take it during your vacation period.
 - 2. No other exams (i.e. non-U.S. licensing exams) may be taken during work time; vacation time will need to be used for this purpose.
 - 3. The ACLS recertification course does not count as time off unless you had the option of taking it during a non-required service, but you instead chose to take it during a required service.
 - 4. 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 up to 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 for those additional days.
 - b. International travel is not allowed under any circumstance (this includes Canada).
 - c. Up to 10 housestaff can be gone at Conference at any one time during Fellowship Interview Season; at other times of year, this number may increase.
 - i. In situations where there are more than 10 possible attendees, priority will be given to those who have not attended a conference in the current academic year; otherwise, attendees will be decided via lottery.

II. **PGY-1s**

a. Vacation Days

- i. Selected in blocks prior to beginning (not during) academic year.
 1. No CC blocks allowed for vacation until mid-December (actual date will be provided by Chief Residents); after mid-December but excluding the last 4 CC weeks in June (no CC vacation allowed during those 4 CC weeks), no more than one CC block can be taken for vacation per intern, but only two (2) interns will be allowed off per each CC block.
 - a. Once the schedule is released, vacation on CC can't be changed under any circumstance.
 2. No vacation allowed during the 3 consecutive elective weeks for Categorical PGY-1s
 3. May take vacation on UH Day MAI, RRT/Code, or Rotation X rotations, but this is ultimately determined by the Chief Residents.
- ii. Requests for changes must be made 30 days in advance; please note there is no guarantee this will be approved.
- iii. Vacation begins when your shift has come to a complete end; you may not make plans to begin vacation before a shift has concluded; failure to follow this rule will lead to Academic Probation.

b. Interview Days – **EPO will provide and contact coverage for you**

- i. See above under "PGY-2s and PGY-3s".

c. Unfit/Resilience/Wellness 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/Licensing Exam Days

- i. See above under "PGY-2s and PGY-3s".