

 Arnot Ogden Medical Center	Graduate Medical Education	DATE: 5/25/2023	MANUAL NO. GME-024
		Replaces (Date and No.) 4/25/2017 GME-024 2/21/2019, 7/1/2020	

Paid Time Off (PTO) Policy

POLICY:

In order to ensure adequate coverage of call and inpatient care with minimal inconvenience to continuity of patient care, all interns/residents/fellows must submit time away requests via Med Hub Software forty-five (45) days prior to the start of the block that proposed vacation is to occur in order to be reviewed for approval. In addition, PTO requests may be subject to program specific scheduling, i.e. PTO may or may not be allowed during certain block rotations.

Scheduled PTO: The Hospital shall provide new incoming PGY-1 interns/residents with 20 days (4 weeks) PTO time and subsequent year trainees with 20 days (4 weeks) PTO time per academic year. Please note PTO is not cumulative from year to year and requires prior approval. Unused PTO will not be paid out at the end of the academic year. The intern/resident is responsible for notifying their respective clinical posting of approved PTO, otherwise they will be reprimanded.**

SCHEDULED PAID TIME OFF (PTO) PROCEDURE:

To request scheduled time away (educational or paid time off), interns/residents/fellows must submit all PTO Request via Med Hub Software **forty- five(45) days** prior to the start of an academic block that their vacation is to occur in for time off.

1. All PTO requests must be submitted via Med Hub Software. Designee of specified programs or appointed Chiefs will receive requests and approve or reject. All requests will go to the residency coordinator/program director for review of adherence of PTO policy and sign off. Please allow one week for processing and notification. Please include explanation with rejection notice, i.e. does not meet department policy requirements, etc.
2. Once final approval/rejection received, trainee(s) are notified via Med Hub Software.
3. A contact number for emergencies must be submitted prior to leaving to Program Director/designee or Chief for respective program informing them intern/resident/fellow will be absent.
4. Please refer to program-specific PTO requirements (if applicable) located in respective program's manual.
5. Any additional time away from program that exceeds PTO may require extended time in program per ACGME and specialty board eligibility requirements.

Please note: PTO includes sick time (Unscheduled Time Off). Please see below for Unscheduled Time Off Procedure.

Institutional PTO Policy- Please reference your program specific PTO policy

Unscheduled Time Off Procedure:

1. For unscheduled absences due to illness, emergencies, etc., intern/resident/fellow must do the following:
 - a. Call and SPEAK with chief resident or Program Director/designee of specified programs and follow their instructions. DO NOT TEXT! Intern, residents, or fellows who fail to follow the proper notification channel for unscheduled absences will be **reprimanded. *****Please know if assigned an additional shift this does not exempt use of PTO.***
 - b. Intern/Resident/Fellow must then contact their assigned rotation senior or chief AND clinic. DO NOT TEXT! (Chief Resident/Program Director/designee will ensure proper notification channel is being followed and will contact operator. Please know above responsible person(s) do NOT decide use of PTO).
 - c. The Chief Resident or Program Director/designee of specified programs will notify the respective coordinator or GME Office (if coordinator not available) of the unscheduled absence as soon as possible. If office is closed, please call at opening time in morning and SPEAK with someone; do not text, leave a voice mail or email this information.
 - d. The intern, resident or fellow absence will be documented by respective coordinator in Med Hub as an unscheduled absence and will be deducted from PTO balance. There are not exceptions!
 - e. In the event a Chief/PD of specified program is away he/she will notify trainees as to who must be contacted in their absence via email prior to leaving.

Extended Time or Leave of Absence:

Please reference policy GME-911- Policy on Time off Benefits and Effect of Leave of Absence

****Reprimand:**

- First Offense Penalty = The intern/resident will be assigned an additional call
- Second Offense Penalty = The intern/resident will be subject to Remediation, Suspension or Termination