

IDENT	GME30
Type of Document	Policy
Applicability Type	Department-Level
Title of Owner	Dir GME
Title of Approving Official	GMEC
Date Effective	10/18/2018
Date of Next Review	10/18/2021



TITLE: Paid Time Off

POLICY STATEMENT: A resident/fellow is entitled to at least 3 weeks (a week equals 5 work days plus 2 weekend days) per GME academic year. Each academic year a resident/fellow is given 5 sick or personal days. During the appropriate year of training, a resident/fellow is allowed at least 5 work days to participate in post graduate interviews. Additional interview days may be granted at the discretion of the program director.

The number of allowed days away from a program may vary depending on the Accreditation Council for Graduate Medical Education and certifying Board requirements. Off-cycle resident/fellow follows the start and end date of their academic year.

PROCEDURE:

1. The timing of Paid Time Off (PTO) is governed by the GMEC and GME training program policies and requires prior approval of the resident's/fellow's program director. Extended leave of absences may require the resident/fellow to extend their training program to satisfy their program's certifying Board and Accreditation Council for Graduate Medical Education requirements.
2. PTO for vacation and sick/personal days is granted annually and does not roll over to a new academic year. If a resident/fellow does not use their PTO during an academic year, he/she loses this allocated time off and is not reimbursed for unused PTO.
3. Interview days granted are not transferable to vacation or sick/personal days.
4. A resident who leaves their GME training program prior to completion of their program or upon graduation is not reimbursed for any unused PTO.
5. A resident/fellow is not required to use any portion of their annual PTO to sit for exams required to maintain their status in their training program.
6. A resident/fellow is not required to use their PTO for recognized UVM Medical Center holidays.

REFERENCES: N/A

OWNER: Karen Miller, Dir GME

APPROVING OFFICIAL: Melissa Davidson, MD, GMEC