The scheduling of vacations, the granting of leaves of absence and the provision of holiday time are administrated within the individual residency programs under this common policy.

**Annual Vacation Leave**
Three weeks of vacation is provided annually. Vacation time for residents will begin accruing immediately upon employment. The resident's preference for vacation time shall be considered whenever possible.

**Sick Leave**
Twelve days of sick leave annually are available for all residents and is provided to help protect against economic hardships due to illnesses.

**Holidays**
The Organization observes nine (9) holidays. Work schedules within each program shall be adjusted to ensure that each resident has equitable holiday time.

**Leaves of Absence (Paid or Unpaid) Policy**
A. **Personal Leave of Absence.** *(Not covered by the Family and Medical Leave Act of 1993)*. The Program Director may grant a resident a personal leave of absence without pay not to exceed thirty (30) calendar day. Residents may request a leave of absence through their Program Director and complete required forms in the Graduate Medical Education Office. The thirty (30) calendar day period may be extended by approval of the Vice President of Human Resources as circumstances warrant. Accrued vacation and holidays must be used before requesting personal leave.

B. **Illness or Disability (including Pregnancy) Leave of Absence.** *(Not covered by the Family and Medical Leave Act of 1993).*
   1. **Illness.** If a resident with six months of service, but less than 12 months develops an illness or disability (including pregnancy), Program Directors may grant a leave of absence based on the medical necessity. The resident will report to the Graduate Medical Education Office to complete the appropriate paperwork before the leave of absence begins. Statements from the resident's attending physician substantiating the need for a leave and justifying the length of time requested may
be required by the Program Director. Leaves of this nature will not exceed three (3) months.

2. **Illness Determined by Insight or Occupational Health Service.** If a resident develops an illness or disability and the Program Director determines that continued work may jeopardize the health of the employee, co-workers, patients, or the public, the Program Director may require the resident to be examined by the Occupational Health Services. Based upon the results of the examination, the Program Director may choose to place the resident on a leave of absence in accordance with advice from the Occupational Health Services' physician. The resident will report to the Graduate Medical Education Office to complete the appropriate paperwork before the leave of absence begins. In some instances, the InSight Program may be utilized instead of Occupational Health Services, as applicable.

In either case 1 or 2 (above), when the resident notifies the Program Director that he/she is ready to return to work, the Program Director may require the employee to be examined by the Occupational Health Services and may require a letter from the attending physician stating the resident may return to work.

C. **Medical or Family Leave.** Residents may be granted Medical or Family Leave in accordance with the Family and Medical Leave Act of 1993.

*Who's Eligible?* Residents who have worked at least 1250 hours in the previous 12 month period may request a leave of absence through their Program Director for up to 12 weeks during the fiscal year. The resident must have been employed by PCMH for a total of at least 12 months prior to the beginning of the leave. If a resident is not eligible for Medical or Family Leave, the resident may be eligible for a Personal Leave of Absence of a Leave of Absence for Illness, as described in paragraphs A and B above.

A 12 month period is defined as the payroll fiscal year for purposes of the Family and Medical Leave policy.

Residents requesting a leave of absence of any kind must provide the Program Director a written notice by completing a Family and Medical Leave Certification form at least 30
days prior to the beginning of the leave, whenever possible. The Family and Medical Leave Certification form may be obtained from the Graduate Medical Education Office. A resident's leave request may be denied if the resident fails to complete a Family and Medical Leave Certification form. Once a leave is approved, any time undertaken, paid or unpaid, counts toward the total 12 week period required by the law.

Extensions for any leave of absence beyond the 12 week period must be approved by the Vice President of Human Resources. The extended leave will be based on information provided by the resident on a Family and Medical Leave form as to the purpose for the medical need.

Family Leave includes the birth of a child, care of newborn child, adoption or foster care of a son or daughter.

Medical Leave includes serious illness of the resident or the need to care for a spouse, son, daughter (including step-children, and other qualifying dependents living in the household) or parent with a serious illness based on medical necessity.

1. **Medical Leave of Absence** *(Note: Act requires employers to grant intermittent or reduced leave, if medically necessary).*

   a. Illness or Disability of the Employee *(including pregnancy).* The Act provides for residents with a "serious illness" which prevents them from performing their job duties to be granted a leave for up to 12 weeks during any payroll fiscal year based on medical necessity. This 12 week leave period will include all sick leave residents are required to use. A leave of absence may be extended up to six (6) months, depending on the medical need and must be approved by the Vice President of Human Resources. The extended leave will be based on information provided by the resident on a Family and Medical Leave Certification form as to the purpose for the medical need.

   A serious illness is defined as a health condition that involves inpatient care in a hospital, hospice, residential medical facility, or continued treatment by a health care provider. A serious illness includes
psychological illnesses as well as physical illnesses.

The Hospital has the right to request a second or third opinion at the Hospital's expense and certification of illness, which would include the medical facts of the illness. The Program Director may also request subsequent recertification of the illness. For leave of absences longer than 2 weeks (including pregnancy) residents will be required to submit a statement form the physician releasing the resident to return to work.

b. Residents with a serious illness may be granted an intermittent or reduced leave based on medical necessity. Intermittent leave is a leave taken in separate blocks of time due to a single illness or injury, not to exceed 12 weeks (480) hours within a 12 month period (Example: Employee takes six weeks leave for surgery, returns to work for four weeks, and later needs another three weeks leave for chemotherapy.)

Reduced leave is a leave schedule which allows residents to reduce usual working hours in a workday or workweek based on medical necessity.

2. Family Leave of Absence (Note: Act does not require an employer to grant intermittent or reduced leave for family leave for child birth or care of newborn child, adoption or foster care.)

a. Serious Illness of a Child, Spouse or Parent. Residents may be granted a 12 week leave, reduced or intermittent leave of to care for a spouse, child (including step-children and other dependents living in the household) or a parent with a serious illness based on medical necessity.

A serious illness is defined as a health condition that involves inpatient care in a hospital, hospice, or residential medical facility, or continued treatment by a health care provider. A serious illness includes psychological illnesses as well as physical illnesses.

A spouse is a husband or wife as defined or recognized under State law for
purposes of marriage.

A child (son or daughter) is a biological, adopted or foster child, a step-child, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or older and incapable of self-care because of a mental or physical disability. (Loco parentis includes someone with day-to-day responsibilities to care for and financial support of a child. A biological or legal relationship is not necessary.)

A parent is a biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child.

Residents are required to use any accrued vacation and any holiday time for illness of a child, spouse or a parent, prior to any unpaid leave. Utilization of accrued sick time is not permitted. This paid time off would be inclusive of the total 12 week period.

b. Childbirth. Residents may be granted a leave of absence following childbirth for a one-time continuous 12 week period. This 12 week period will include any leave time for illness or disability of the employee during or after pregnancy. The resident will be required to use any accrued vacation and any holiday time after the illness or disability during the leave for childbirth.

The resident must provide the Program Director and the Office of Graduate Medical Education with a written notice at least thirty (30) days prior to the beginning of the expected leave. This leave of absence must be taken within the 12 month period beginning on the date of birth, unless the resident is disabled prior to the birth, in which case C-1 of this policy would apply. Utilization of accrued sick leave will be for illness or disability of the resident only.

c. Adoption or Foster Care. Residents may be granted a one-time continuous leave for up to 12 weeks for adoption or foster care of a child. The resident must provide the Program Director and the Office of Graduate
Medical Education a written notice at least thirty (30) days prior to the beginning of the expected leave whenever possible. This leave of absence must be taken within the 12 month period beginning on the date of placement in the home, unless absence from work is required prior to placement in order for the adoption or placement to proceed (e.g. employee is required to attend counseling sessions, court appearances, etc. related to the case.)

Residents are required to use any accrued vacation, sick and holiday time during the leave for the adoption or foster care of a child.

When both parents are employed with PCMH, the two may be granted no more than a total of 12 weeks leave (e.g. six weeks each).

D. Extensions for any leave of absence beyond the 12 week period must be requested and approved by the Program Director, Graduate Medical Education Office and Vice President of Human Resources with a maximum of 12 months.

E. While on leave of absence, a resident may continue his/her current insurance premiums provided necessary arrangements for payment of the premium are made with the Payroll Department. (Details of an employee's insurance coverage during a leave of absence are available in the Compensation and Benefits Department.)

If the resident does not return from leave because of reasons other than the continuation, recurrence, or onset of a serious health condition affecting the resident, the resident's spouse, child or parent, or some other reason beyond the resident's control, the resident must reimburse PCMH for premiums paid by PCMH during the resident's leave of absence.

F. A resident's leave of absence may be canceled and employment terminated according to the following:

* The resident accepts employment with another employer before the expiration of the leave.

* The resident fails to return to work at the expiration of the leave or 12 week
period without prior approval for extension of the leave from the Program Director and/or Vice President of Human Resources.

* The resident, in the case of medical leave, fails to provide certification of the medical necessity for the leave within 15 days after the employer's request for it, or fails to provide recertification of the medical necessity for the leave within a reasonable time (not to exceed 15 days) after the request for it (unless it is not practicable for the resident to do so despite the resident's diligent, good faith efforts.)

**Pregnancy Wellness Program**
The Organization is committed to the quality of life of employees through wellness and prevention. The Pregnancy Wellness Program is a major focus of the wellness efforts. Therefore, flexible working hours are permitted for pregnant residents to attend pregnancy wellness classes and prenatal physician appointments. Residents are responsible for coordinating, in advance, the time off and make-up time with their Program Directors.

**Residency Program Guidelines For Parental Leave**

*PURPOSE:* The Graduate Medical Education Committee recognizes the need to allow residents the flexibility of scheduling time away from the workplace relating to parental leave have been established:

A. The Residency Program Director must be advised at the earliest possible time of a resident's pregnancy and anticipated delivery date. To the greatest extent possible light duty rotations will be scheduled for late pregnancy and post delivery.

B. Consistent with the PCMH Personnel Policies and with the approval of the Residency Program Director, the resident may use accrued sick days and vacation time. This is paid leave as long as sick and vacation days are available and all hospital benefits continue.

C. Leave beyond this time will be leave without pay. Employee benefits, particularly health insurance, may be maintained provided the premiums are paid by the resident. All leave is provided through the PCMH benefits program and is therefore subject to PCMH Personnel Policies.
D. In cases of complication in pregnancy, in which leave needs to start before the 38th week, special arrangements should be made with the Residency Program Director. The resident should contact the program director as soon as any complications are recognized. In such cases, the resident may be asked to provide a physician's statement outlining the circumstances.

E. Absences (to include vacation) beyond the allowable interruption in training as defined by the certifying body of each of the individual departments may be extended at the end of the resident's regular training period, i.e. 36 months, 48 months, etc.

F. When placed on leave of absence, the resident may re-enter the program provided the resident meets the criteria established within the individual departments.

G. Adopting parents or residents requesting paternity leave should use accrued vacation time. If additional time is requested beyond the accrued vacation time, the Leaves of Absence Without Pay/Personal Leave of Absence will be applicable.

All guidelines described herein have been approved by the Graduate Medical Education Policy Committee (GMEPC) and are subject to re-evaluation and modification at any time. When they are in conflict with policies on leaves of absence of the certifying body of the various residency training programs, the policies of those groups will be adhered to.

**Funeral Leave**

Program Directors may grant time off with pay up to 6 work days (48 hours) per fiscal year but no more than 3 work days (24 hours) per circumstance to residents for attending to funeral arrangements, personal affairs of, or attending funeral services for a member of the immediate family. Immediate family is defined by this Organization as an employee's husband, wife, son, daughter, mother, father, sister, brother, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandfather, grandmother, grandson, and granddaughter. Step relatives will be considered the same as natural relatives for the purpose of this policy. Reasonable proof of death and funeral attendance shall be supplied by the resident when requested by the Organization.

**Military Leave**
A. Residents who are members of the North Carolina National Guard or one of the military reserve components shall be granted time off for required periods of active duty for training each year. These residents will be granted up to 2 weeks of this time without loss of pay. Residents desiring military leave must supply their Program Director and the Graduate Medical Education Office with a copy of their military orders before the military leave. Residents who are on military leave with pay shall reimburse the Organization the military pay received up to an amount equal to their regular Organizational pay. On return from leave the resident shall present a copy of his military pay voucher to the Payroll Department. A check will be issued to compensate for any difference between the military pay and the resident's regular Organizational pay less travel and living expenses. The resident's time sheet will be coded "Military Leave."

B. Personnel of the Armed Forces of the United States, and those who are subject to and called upon for military or war duties other than annual active duty for training under the provision of any state or federal statute or Presidential or Gubernatorial Order, shall be given a leave of absence (without pay) without loss of continuous service for any periods of time they are so called. Residents called for active duty must supply their Program Director with a copy of their military orders before the military leave. The copy will be forwarded to the Graduate Medical Education Office to become part of the resident's permanent records.

**Court and Jury Duty**

Time off with pay shall be granted to any resident summoned for Jury Duty. Should a resident be notified that he/she is required to attend or be subpoenaed as a witness in any Organizational related court action, the resident should notify his/her Program Director immediately. The resident shall receive regular pay and be compensated for travel. Residents who are defendants in criminal actions, plaintiffs or defendants in civil actions, or subpoenaed in either shall be given time off without pay or may be granted accrued benefit time at the Program Director's discretion.