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 Owner: Eric Boehm: Coor- Medical Education System  
 Area: Graduate Medical Education  
 Document Types: Policy  
 Applicability: HFHS System-wide

## Tier 1: Paid Time Off

### Purpose

To ensure appropriate distribution and consistent use of paid time off (PTO) by House Officers in Henry Ford Health System (HFHS) graduate medical education programs.

### Policy

House Officers are entitled to four weeks (30 total days) paid time off (PTO) per academic year. PTO must not include more than 22 week days (Monday through Friday). PTO may not be carried over from one academic year to the next. There is no payment provided for unused PTO. PTO will be prorated for time in training. Extensions related to leaves are not eligible for prorated PTO.

PTO combines vacation and personal time into one account to provide greater flexibility in utilizing paid time off from work. All time off work must be tracked and the program director must account for and review the impact of time away upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).

Residents are entitled to sick days which can be taken from PTO at the discretion of the program director and program policy. Time off for extended illness will follow Medical Education Policy 210 regarding leaves.

HFHS recognizes the importance of the wellness of its House Officers. House Officers will be given the opportunity to attend medical, mental health, and dental care appointments, including those scheduled during their working hours. Program directors may use their discretion to determine if PTO must be used for these appointments.

Each program will develop a PTO policy that meets the specific needs of the program. This policy will ensure coverage of patient care in the event that a resident may be unable to perform their patient care responsibilities due to time away.

### Conference, Interviews, & Holidays

**Non-participant Conference Attendance:** Beginning in the House Officer's third postgraduate year, up to five days per year are allowed for non-participant conference attendance at the discretion of the program director. Conference participation in excess of this allotment for non-participant travel may be deducted from PTO at the discretion of the program director.

**Participant Conference Attendance:** All participant conference attendance is at the discretion of the

program director. This may be deducted from the allotted PTO at the discretion of the program director.

**Mandatory Conference Attendance:** Mandatory conference attendance required as a program accreditation standard may not be deducted from PTO.

**Interview Days:** House Officers may be allotted up to five days in total for professional interviews during their training program. This time away must not interfere with specialty board requirements and may be deducted from the allotted PTO at the discretion of the program director. House Officers allowed an interview day are required to provide documentation of the interview to the program. If documentation is not provided, interview days will be deemed PTO and be deducted as such. PGY-1 residents and House Officers in one-year training programs are not eligible for interview days.

**Holidays:** HFHS annual holidays do not apply to House Officers. Due to the nature of the medical education training program and responsibilities for patient care, House Officers are scheduled for duty.

## Procedure

- A. House Officer submits a request for paid time off to the appointed program representative, in accordance with the HFH program or HFAH, HFMH, or HFWH medical education procedures where the House Officer is rotating.
- B. The appointed representative will approve or disapprove the request based on the nature of the request, and educational and patient care needs for the time requested, in congruence with the hospital and program specific paid time off policies.
- C. Each program will track paid time off for each of its House Officers to ensure compliance with the allotment of time away.

## Related Policy/Procedure:

*Include title and number*

## External Regulatory Requirement:

ACGME; AOA; CPME

## Approved:

HFAH, HFH, HFMH, HFWH GMECs

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<sup>1</sup> House officers on a medical leave of absence shall follow procedures set forth by MEP 210: Leaves of Absence.

## Attachments

No Attachments

## Approval Signatures

Step Description	Approver	Date
Administrative Director of Medical Education	Crystal Gyiraszin: Admin Dir- Med Educ CME SIM	2/11/2020
System Policy Management Office	System Policy Management Offic	2/7/2020
Document Owner	Eric Boehm: Coor- Medical Education System	2/7/2020

## Applicability

Henry Ford Allegiance Health, Henry Ford Allegiance Specialty Hospital, Henry Ford Behavioral Health Services, Henry Ford Community Care Services, Henry Ford Health System, Henry Ford Hospital, Henry Ford Kingswood Hospital, Henry Ford Macomb Hospital, Henry Ford Medical Group, Henry Ford West Bloomfield Hospital, Henry Ford Wyandotte Hospital

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