



Henry Ford St. John Hospital Graduate Medical Education

Paid Time Off Policy

I. Purpose

- a. This policy defines the criteria and ensures appropriate distribution and consistent use of paid time off (PTO) for a resident's/fellow's appointment to an Accreditation Council for Graduate Medical Education (ACGME) or CPME-accredited residency or fellowship program at Henry Ford St. John Hospital.

II. Scope

- a. This policy will apply to the Henry Ford St. John Hospital Graduate Medical Education Department and to all ACGME-accredited residency and fellowship programs, as well as the CPME-accredited Podiatry Residency.

III. Definitions

- a. **Resident:** any physician in an accredited graduate medical program, including interns, residents and fellows.

IV. Policy

- a. General
 - i. Resident is entitled to four weeks paid time off (PTO) per academic year. PTO must not include more than 20 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.
 - ii. 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).
 - iii. Henry Ford St. John Hospital recognizes the importance of the wellness of its Residents. Residents 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.

- iv. 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.
- v. Conference, Interviews, & Holidays
 - 1. **Non-participant Conference Attendance:** Beginning in the Resident'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 will be from PTO at the discretion of the program director.
 - 2. **Participant Conference Attendance:** All participant conference attendance is at the discretion of the program director. This may be deducted from the allotted PTO.
 - 3. **Mandatory Conference Attendance:** Mandatory conference attendance required as a program accreditation standard may not be deducted from PTO.
 - 4. **Interview Days:** Residents 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. Residents 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.
 - 5. **Holidays:** Henry Ford St. John Hospital annual holidays do not apply to residents. Due to the nature of the medical education training program and responsibilities for patient care, residents are scheduled for duty.

b. Procedure

- i. Resident submits a request for paid time off to the appointed program representative, in accordance with program and education procedures where the resident is rotating.
- ii. 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.
- iii. Each program will track paid time off for each of its residents to ensure compliance with the allotment of time away in the Residency Management System.