

TITLE: Policy on Paid Time Off and Medical Parental, and Caregiver Leave		
ACGME Institutional Requirement: IV.H.1. - IV.H.1.g		P&P#87102-021
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Administrative Approval Katie Love, CPMSM, HACP Executive Director Enterprise Medical Staff Services & Institutional Medical Education Designated Institutional Official Date: 10.05.2023		Director, Medical Education Approval Patty Huang, MD Director of Medical Education Date: 10.05.2023
Graduate Medical Education Committee Approval Date: 05.07.2024		
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SECTION 1: PURPOSE

- 1.1 The purpose of this policy is to establish guidelines for paid and unpaid leaves of absence in accordance with federal law, state law, and institutional policies. Hoag Fellows, employed by Hoag Specialty Clinic, are afforded the opportunity for leave due to personal and/or family, medical, or parental issues in a manner consistent with the requirements set forth by Accreditation Council for Graduate Medical Education (ACGME).

SECTION 2. APPLICABILITY and SCOPE

- 2.1 This policy applies to all Fellowship programs in all learning environments. Leave taken for any purpose may be required to be made up to ensure that the Fellow meets board eligibility requirements.
- Definition: Paid Time Away from Practice (PTAP) is defined as time away for a vacation or personal reasons, including illness.

SECTION 3. POLICY

3.1 Compensated Leave

.1.1 Paid Time Away from Practice (PTAP)

- .1.1.1 Hoag Fellows, employed by Hoag Specialty Clinic, are eligible to take up to 28 days per academic year away from work in accordance with this policy when they require it for personal reasons, including rest, relaxation, sickness, celebration of holidays, jury duty, medical issues, and fulfillment of other personal commitments. PTAP is not a form of additional wages, rather it is a promise to provide flexibility to allow for time away from work. As such, fellows do not maintain accrual banks (vacation/holiday and sick leave) and fellows do not accrue PTAP.
- .1.1.2 Fellows must work with the Program Director and Program Coordinator/Manager when requesting time off. Fellows must report known planned time away to program leadership at the beginning of each academic year. Unplanned time away should be reported to program leadership as soon as feasible.
- .1.1.3 PTAP will be used when taking Medical, Parental, and Caregiver leave.

- .1.1.4 If a Fellow exhausts the six weeks of Medical, Parental, and Caregiver leave, the Fellow may use an additional one week of PTAP during that academic year.
- .1.1.5 When a Fellow takes sick leave, they should notify their Program Director and Program Coordinator/Manager and keep them as up to date as feasible. At their discretion, the Program Director may require the Fellow to submit verification of the need for sick leave from their healthcare provider. Any documents containing a Fellow's medical information must be kept separate from their academic file.
- .1.1.6 Extended absences (more than two weeks) must be reported by the Fellow to the Program Director and Program Coordinator/Manager as quickly as possible. If the illness requires an extended absence, the Fellow may apply for a leave of absence.
- .1.1.7 Holiday Leave: Time off for a holiday is based on a Fellow's rotation assignment. When rotating on a clinic or service that closes due to a holiday, the Fellow may take that time off as paid holiday leave with approval of the Program Director.

.1.2 Medical, Parental and Caregiver Leave

- .1.2.1 Fellows are allotted a maximum of six (6) weeks of approved paid Medical, Parental, and Caregiver Leave during the program beginning the day the Fellow is required to report to the program.
- .1.2.2 Fellows requesting time off under this policy must do so in writing and as soon as possible. Fellows will be asked at the start of the training year if they plan to use any such year so that it can be scheduled and coordinated with as much advance notice as possible. Where the need for leave is unforeseeable, fellows must provide notice as soon as practicable.
- .1.2.3 The Fellowship Program Director in coordination with the Program Coordinator/Manager and Physician Services will determine if the request qualifies for a leave of absence under Medical, Parental, and Caregiver Leave. For emergency situations retroactive approvals of leaves of absence may be considered.
- .1.2.4 Medical, Parental, and Caregiver Leave cannot be taken in increments of less than one week.
- .1.2.5 Full salary and benefits will continue during the first six weeks of the leave of absence. Hoag Specialty Clinic will maintain coverage under its group health plan during the fellow's leave, on the same terms and conditions as if the fellow had continued to work. If applicable, fellows must make arrangements to pay their share of health plan premiums while on leave. In some instances, Hoag Specialty Clinic may recover premiums it paid to maintain health coverage or other benefits for a fellow or fellow's family during the leave of absence. Any leave of absence approved by the program that exceeds six weeks and one week of PTAP will be without salary, but benefits may continue.
- .1.2.6 This leave may run concurrently with leave taken under local, state, or federal law, including leave taken pursuant to the California Family Rights Act or the Family and Medical Leave Act. For more information, contact the Program Director and/or the Physician Services Department.

3.2 Other Leave Types:

- .2.1 All other leave types (e.g., military, bereavement, jury duty, California Paid Sick Leave etc.) are explained and followed under CA Law. All updated information can be found at the California Employment Development Department website.

3.3 Impact of Extended Leave:

- .3.1 Extended leaves may result in the extension of fellowship training. Fellows must refer to their relevant certifying board(s) policies surrounding the criteria for satisfactory completion of their program, and upon a fellow's eligibility to participate in examinations by the relevant certifying board(s).

- .3.2 Reinstatement in the training program is dependent upon the availability of training positions. Where feasible, Program Directors are encouraged to reinstate trainees in good standing in the next available training position.
- .3.3 It is the responsibility of the Program Director and Program Coordinator/Manager to keep accurate records of training status so as to have adequate information for board eligibility. The Program Director will determine whether or not the fellow will be required to spend additional time in training to compensate for the leave period and be eligible for certification for a full training year.

SECTION 4. REFERENCES

- 4.1 **ACGME Institutional Requirements:**
https://www.acgme.org/globalassets/pfassets/programrequirements/800_institutionalrequirements_2022.pdf
- 4.2 **PolicyStat:** <https://hoag.policystat.com/>