1. **Vacation**

Residents will be provided with paid vacation each year as defined in their Resident Agreement. Vacation time must be taken within the academic year and may not be carried over from year to year. Pay will not be given in place of unused vacation time at the end of the training year or at the time of your separation (for whatever reason) from the program. Pay is not granted in lieu of taking vacation, and advance vacation is not permitted unless otherwise authorized in writing by your Program Director.

All vacation leave requests must be submitted in writing well in advance of the dates requested. All vacation leaves must be approved in writing by your Program Director or his/her designee. The Program Director will make the final decision on all vacation scheduling. Refer to your program’s specific policies for more details.

2. **Holidays**

Residents will have paid holidays according to the holiday schedule at the institution or clinic to which they are assigned, unless scheduled to work or for on-call duties. Residents not on-call may be responsible for patient care rounds. Residents are responsible for making their own patient coverage arrangements with the approval of the Program Director or his/her designee.

Each particular program may have its own additional policies regarding holidays. Please refer to your program’s specific policies.

3. **Sick Leave**

HRP recognizes that medical issues may occur which prevent you from working. Residents are provided a total of twelve (12) days of sick leave for each academic year. HRP does not compensate for unused sick leave upon separation (for whatever reason) from the program.

Sick leave benefits will be coordinated with Temporary or Long Term Disability Insurance benefits, workers’ compensation, and other benefits to eliminate duplication.

If absent for three (3) or more consecutive working days due to sickness, you must submit a note from a licensed physician (other than yourself) to substantiate that the period of absence was due entirely to illness and that you are physically and/or mentally able to resume the duties of the position. If such a note is not provided, the absence will not be covered by sick leave, and you may be subject to disciplinary action due to non-compliance and/or absence.

The sick leave benefit applies to normally scheduled work hours. Should a resident become ill or injured while on vacation, the program may re-categorize the period of illness or
injury from vacation to sick leave, depending on the circumstances. Refer to your program for more specific information regarding sick leave.

Eligible employees may use up to ten (10) days per contract year of accumulated sick leave for a family leave purpose under the Hawaii Family Leave Act, such as the adoption of a child or to care for a qualifying family member with a serious health condition. Refer to the section on the “Hawaii Family Leave Act” for more information.

4. Leave of Absence With Pay

HRP offers various types of Leave of Absence With Pay, as described below.

In order to take any Leave of Absence With Pay, you must timely request and receive written pre-approval from the Program Director. If during a Leave of Absence with Pay you become aware that you are unable to return at the end of the approved leave period, you must notify the Program Director, Chief Resident, Program Administrator, or Rotation supervisor immediately. Failure to provide such notification and to return at the end of the approved leave period will constitute voluntary resignation, unless otherwise required by law.

While on any Leave of Absence With Pay, you remain subject to the policy against moonlighting.

a. Death in the Family

Full-time employees may take up to three days leave with pay upon the death of an immediate family member (spouse, civil union partner, parent, child, brother, sister, mother-in-law, father-in-law, grandparent, or legal guardian). For those who need to travel out of Hawaii, an extra two-day paid leave will be permitted for travel. This benefit will be paid even if the death in the family occurs while you are on vacation or if you miss scheduled work to attend the funeral or family obligations. You are required to communicate with your Program Director for scheduling arrangements. You must timely provide photocopy of the death certificate or obituary for the leave to be paid and to qualify for the excused absence.

b. Temporary Military Duty

Military leave is generally unpaid. For more information, please refer to the provision on “Military Leave under the Uniformed Services Employment and Reemployment Rights Act of 1984 (“USERRA”).” See Attachment “C.” However, for full-time employees who are in the National Guard or Reserves and are called to annual duty, they will be paid the difference between their military pay and regular pay (assuming the military pay is less) for a maximum of two weeks, provided that they supply the Program Director and Program Administrator with their authorized military rank, pay rate, and orders. This entitlement to differential pay does not otherwise alter the resident’s rights and obligations under HRP’s policy on unpaid military leave.

c. Jury Duty

Notify the Program Director and Program Administrator immediately if you are summoned to jury duty. HRP will pay regular full-time employees their regular pay for those
hours spent on jury duty or duty as a summoned witness. You will be required to secure a statement from the clerk of the courts of days and hours served in order to receive your regular pay for these hours. If you are released from jury duty on any particular day during your normal working hours, you must telephone your Program Director and Program Administrator to notify him/her of your availability, and you may be required to report to work. The employee may keep the income received for jury duty.

d. Voting Leave

Voting polls are open from 7:00 a.m. to 6:00 p.m. on Election Day. We encourage you to make every effort to vote prior to your arrival at work or after working hours. If your work schedule does not provide adequate time off to vote, up to two hours off with pay will be given at the beginning or end of the day. If you require time off in order to vote, notify your Program Administrator at least one week before Election Day. You must present your voter receipt in order to be paid for the period of absence.

e. Educational Leave

HRP will pay for resident educational travel expenses occurring during the training period with an HRP program. Such training must fall within the effective dates of the Resident Agreement. Please see the guidelines of your program for more specific information.

Refer to the Travel Reimbursement Policy regarding travel expense accounting procedures.

5. Leave of Absence Without Pay ("LWOP")

HRP offers various types of LWOP, as described below.

An LWOP may affect your ability to complete minimum training requirements on time. The Program is not obligated to extend your Resident Agreement for an LWOP, unless required by law. You should refer to your specific program requirements regarding the effect of leaves of absence, for any reason, on satisfying the criteria for completion of the residency program.

If during any LWOP you become aware that you are unable to return at the end of the approved leave period, you must notify the Program Director, Chief Resident, Program Administrator, or Rotation supervisor immediately. Failure to provide such notification and to return at the end of the approved leave period will constitute voluntary resignation, unless otherwise required by law.

You should immediately inform the Program Director if the duration, reasons for, or nature of your LWOP changes at any time. While on any LWOP, you remain subject to the policy against moonlighting.

a. General Leave of Absence Without Pay ("General LWOP")

To request a General LWOP, you must submit a written request to both the Program Director and Program Administrator on a timely basis and in any event prior to the
commencement of the anticipated leave. In your written request, you must state the reason(s) for
your leave, the beginning and ending dates, and the date of return to work.

A General LWOP may be granted only for compelling, urgent, or unusual circumstances
and at the sole discretion of the Program Director. The leave is not approved until you have
received a written approval from the Program Director.

If a General LWOP is approved, you will be required to exhaust your vacation (and sick
leave, to the extent applicable) prior to the General LWOP starting.

Typically, a General LWOP may not be more than thirty (30) calendar days in duration,
in which case it will not affect certain benefits. At HRP and the Program’s discretion, we may
consider longer leaves/extensions based upon the individual situation.

In the event that you are approved for a General LWOP that exceeds thirty (30) calendar
days, you will continue to receive benefits for the month in which the leave begins. Thereafter,
unless otherwise required by law, you will be required to pay the full share of your benefits to
cover the leave period and to make arrangements for such payment before your leave begins. It is
your responsibility to make these arrangements to keep your life, AD&D, health insurance, etc.
from lapsing. You are still fully responsible for the timely payments of your contributions toward
the voluntary benefit plans.

If all or any portion of your General LWOP qualifies as FMLA and/or HFLA leave, that
qualifying portion will be counted towards your FMLA and/or HFLA entitlements. You should
immediately inform the Program Director and the Human Resources Department in writing if the
reasons for or nature of your leave of absence changes at any time.

During a leave of absence, benefits received will be coordinated. For example, sick leave
benefits will be coordinated with Temporary or Long Term Disability Insurance benefits and
workers’ compensation benefits.

b. Family and Medical Leave Act (FMLA). See HRP Handbook for specific
terms, rights and responsibilities.

terms, rights and responsibilities.

d. Pregnancy Leave. See HRP Handbook for specific terms, rights and
responsible.

e. Victims’ Leave. See HRP Handbook for specific terms, rights and
responsible.

f. Military Leave under the Uniformed Services Employment and
and responsibilities.