

## **INSTITUTIONAL GME POLICY – Vacation & Leaves of Absence**

Approved by GMEC – July 22, 2022

As required by the ACGME Institutional Requirements (effective July 1, 2022), the following GME policy has been created to meet the Vacation and Leaves of Absence expectations for the Sponsoring Institution. For more information on “Educational Leaves” please visit the Sponsoring Institution’s website ([JABSOM GME Policies](#)).

At least once during a training program, residents/fellows will be provided with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons under Family and Medical Leave Act (FMLA) or Hawaii Family Leave Law (HFLL).

- The first six weeks of leave will be paid at 100 percent of salary.
- Any available sick or vacation paid days will be applied towards leave.
- One additional week of paid time off will be made available outside of the first six weeks of approved leave for use during the same training year that the leave is taken.
- Additional week may occur before or after the six-week period.
- The continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during approved medical, parental, or caregiver leave(s) of absence will be provided or made available through their employer.

### **Process for Submitting & Approving Requests:**

- Resident/fellow must obtain a leave request form from their Program Administrator (program office) and submit to the applicable Human Resources Department for review.
- Proper physician certification must be obtained as outlined in the FMLA and HFLL requirements.
- Human Resources will communicate directly with resident/fellow and Program Administrator.

It is important to note that extended leaves from training may impact an individual’s eligibility to participate in relevant certifying board(s) examinations.

The Program Director will have the academic discretion to determine the criteria for satisfactory completion of the program.

Please refer to your employer’s handbook for additional information as well as your specialty specific program handbook for additional leave guidelines.