INSTITUTIONAL GME POLICY - Educational Leave

Purpose:
To provide a predictable and equitable allocation of Educational Leave days across all residency and fellowship programs.

NOTE: This proposal deals with the number of days allocated only. Funding for meeting and conference fees, and travel expenses during approved educational leave is not part of this proposal and is the budgetary responsibility of each respective Program and Department according to UH JABSOM and HRP budget and finance policies, procedures and guidelines.

Definitions:
1) **Educational Leave** – is an approved leave-with-pay for residents and fellows who are in good standing to do one or more of the following activities as appropriate:
   a. Attend and be a participant, presenter, discussant and/or moderator at a local, national, or international professional society meeting or scientific conference;
   b. Attend specialty-specific board review courses at the direction of the Program Director; and
   c. Participate in designated fellowship interviews;

2) Educational Leave does **not** include the following activities:
   a. Vacation and all other leaves-with-pay (e.g., family leave);
   b. Job interviews (excluding fellowships);
   c. American Board of Medical Specialties (ABMS) board certification exams—*unless the exam is scheduled prior to the program completion*;

3) **Good Standing** – A resident or fellow in good standing should meet the following criteria for their academic and employment performance:
   a. Meet the academic competencies and milestones commensurate with their academic post-graduate year and level of training;
   b. Have no current or impending academic sanctions, including academic notice, academic warning, probation, suspension, letter of non-renewal, etc.; and,
   c. Meet all HRP employment expectations and requirements.
   d. Be in compliance with all hospital rules, including medical records completion.

4) **Curriculum and Administrative required/approved Leave-with-pay Activities** – Time spent on other **required** course work, certifications, and/or administrative leadership development are accommodated as part of the required curriculum. These activities include: Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support (ACLS), USMLE exams, etc.

Procedural Requirements:
1) Program Directors or their designee have the responsibility, authority and discretion for following this policy and procedure in their review and approval of all Educational Leave requests.
2) Medical Board Specialties certification training requirements must be considered in all approvals.
3) Residents must be in good standing **before** educational leave approval is given.
Proposed Educational Leave Days:

RESIDENTS IN CORE TRAINING

- PGY-1 residents are not eligible for educational leave.
- Seven (7) calendar days of educational leave are allowed in the year prior to graduation. For example: PGY-2 for Family Medicine, Internal Medicine, and Pediatrics
  PGY-3 for Obstetrics and Gynecology, Pathology, and Psychiatry
  PGY-4 for Orthopaedic Surgery and General Surgery
- Seven (7) calendar days of educational leave are allowed in the year of graduation.
  For example: PGY-3 for Family Medicine, Internal Medicine, and Pediatrics
  PGY-4 for Obstetrics and Gynecology, Pathology, and Psychiatry
  PGY-5 for Orthopaedic Surgery and General Surgery
- Exceptions to the above approved educational leave days for core training program PGY-1 through PGY-5 residents may be made by the Program Director on a case-by-case basis contingent on the resident demonstrating an exceptional academic/scholarly need, e.g., accepting a national honor/award or presenting original research/scholarly work conducted by the resident. Program Directors should submit a brief written request for an exception and receive concurrence from the DIO and HRP CEO prior to giving final approval of the request.
- Trainees who do not qualify for Educational Leave or expect to exceed the allotted time off may use vacation time or scheduled days off (in accordance with duty hour requirements).
- Unused Educational Leave days are not transferrable to the next training year.

SUBSPECIALTY FELLOWSHIPS

- Seven (7) calendar days of educational leave are allowed in each year of fellowship.
- Exceptions to the above approved educational leave days may be made by the Program Director on a case-by-case basis contingent on the fellow demonstrating an exceptional academic/scholarly need, e.g., accepting a national honor/award or presenting original research/scholarly work conducted by the resident. Program Directors should submit a brief written request for an exception and receive concurrence from the DIO and HRP CEO prior to giving final approval of the request.
- Trainees who do not qualify for Educational Leave or expect to exceed the allotted time off may use vacation time or scheduled days off (in accordance with duty hour requirements).

Unused Educational Leave days are not transferrable to the next training year.