GRADUATE TRAINEE
VACATION, SICK TIME AND LEAVE POLICY

General Note:
Since each Graduate Trainee must meet certain education requirements as defined by the program, ACGME and/or by the applicable American Board of Medical Specialties, the Graduate Trainee may be required by his/her Chief(s) or training program director to make up missed time upon returning from any leave prior to advancing to the next level of training and/or prior to completion of the training program. In such cases restoration of the Graduate Trainee’s previous position beyond the term of the original appointment and provision of salary during the “make up” period are at the discretion of the Chief(s); the Hospital is not required to extend the period of training to accommodate this.

Whenever the need for leave is foreseeable, the Graduate Trainee will make a reasonable effort to schedule the leave so as not to unduly burden the program, and give notice no fewer than thirty (30) days before the leave is to begin. If the nature of the leave requires that the leave begin in fewer than thirty days, the Graduate Trainee will give notice as soon as is practicable. A Graduate Trainee should give the training program director notice as far in advance as possible regarding planned parental leave or family medical leave; six months (confidential) notice is requested for planned leave after the birth of a child, in order to facilitate appropriate scheduling.

Appropriate medical documentation and clearance must be provided to the Chief upon reasonable request.

I. Vacation Time
Each Chief shall determine the amount of annual paid vacation time to which Graduate Trainees in his/her department are entitled. The minimum entitlement is ten (10) working days annually. Vacation time must be used within the academic year.

II. Sick Time
A Graduate Trainee is entitled to twelve (12) paid sick days annually upon matriculation, to be used solely for illness significant enough to interfere with the performance of duty. Unused sick days may accrue to a maximum of sixty (60) days, but they may not be “cashed in”.

III. Family and Medical Leave
A Graduate Trainee may request up to twelve (12) weeks of leave for any of the following reasons:
   a. Family medical leave: taken in order to care for a spouse, child or parent with a serious health condition. (A “serious health condition” is an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider.)
   b. Personal medical leave: taken because of a serious health condition that makes the individual unable to perform the functions of his/her position.
   c. Parental leave: taken in the event of childbirth or placement of a child for adoption or foster care.
   d. Qualifying exigency leave: taken to prepare for a covered military member’s active duty. A Graduate Trainee may take 12 weeks of leave for a qualifying exigency arising from the fact that the Graduate Trainee’s spouse, son, daughter, or parent (“covered military member”) is on active duty or has been notified of an impending call or order to active duty in the Armed Forces. Covered military members include members of the Regular Armed Forces as well as the National Guard and Reserves. Qualifying exigencies fall into 7 categories: short-notice deployment, military events and activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, and post-deployment activities. Active duty or call to active duty status for members of a Regular component of the Armed Forces means duty during deployment to a foreign country. Active duty or call to active duty status for members of the Reserve components of the Armed Forces (i.e. members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call to order to active duty in a contingency operation.
In addition, Graduate Trainees may request up to twenty-six (26) weeks of leave for the following reason: Military caregiver leave, taken to care for an injured servicemember. A Graduate Trainee may take a maximum of 26 weeks of military caregiver leave during a single 12 month period to care for a “covered servicemember” who is the Graduate Trainee’s spouse, son, daughter, parent, or next of kin who is injured while on active duty, or who had an injury that existed before the beginning of the servicemember’s active duty and was aggravated by service during active duty in the Armed Forces. A “covered servicemember” for these purposes is a current member of the Regular Armed Forces, National Guard, or Reserve, including those on the temporary disability retired list (TDRL), and veterans who are undergoing medical treatment, recuperation, or therapy for a serious injury or illness, if the veteran was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy.

IV. Additional Provisions Relating to Family and Medical Leave

- Upon return from an approved family or medical leave of absence, the Graduate Trainee will be restored to the position left.
- If enrolled at the time of commencement of an approved family leave, the Hospital will maintain the Graduate Trainee’s health and other insurance coverage at the same levels and cost to the individual during the period of leave.
- If an intermittent or partial leave (i.e., a reduced work schedule) is requested, the Chief and/or training program director may alter the Graduate Trainee’s work schedule in order to accommodate the leave.

V. Personal Leave of Absence

Chiefs may on occasion, in accordance with the bylaws of the Medical/Professional Staff, grant a leave of absence to a Graduate Trainee for any form of extended illness or disability or for other compelling reasons (i.e., personal leave of absence). Such leave must be requested in writing with maximal advance notice prior to the requested leave date.

VI. Salary Continuance

Salary will be continued as follows:

- **Family medical leave:** Graduate trainees may use vacation time, but not accrued sick time, for family medical leave. Salary will be continued only in exceptional circumstances, at the discretion of the Chief.
- **Personal medical leave:** The Graduate Trainee must use any accrued sick time while on personal medical leave. At the discretion of the Chief, the Graduate Trainee may use vacation time while on personal medical leave in order to provide salary continuance. An additional period of salary continuance may be given at the discretion of the Chief up to a maximum of ninety (90) days. (Long term disability insurance may apply after that period of time.)
- **Parental leave:** Graduate trainees who have delivered a child are eligible for salary continuance for a period of up to eight weeks following childbirth, and are not required to use any accrued sick or vacation time during the leave. Graduate trainees requesting leave in the case of adoption or paternity will have salary continuance at the discretion of the Chief. For any parental leave, vacation time may be used to provide or extend a period of paid leave up to a maximum of twelve weeks.
- **Personal leaves of absence:** Graduate trainees may use vacation time, but not accrued sick time, for personal leave. Salary will be continued only in exceptional circumstances, at the discretion of the Chief.

Note: Policies approved by the Partners Education Committee apply to GME trainees in programs sponsored by the Brigham and Women’s Hospital, Brigham and Women’s Faulkner Hospital, Massachusetts General Hospital, McLean Hospital, Newton Wellesley Hospital, North Shore Medical Center, and Spaulding Rehabilitation Hospital.

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