

Number:	004-001
Section:	Time Off
Title:	General Information

Effective Date: 5/21/2015

Previous Review & Approval by GMEC: 1/17/2007, 5/24/2007, 4/19/2012

Responsible Office: NJMS Graduate Medical Education

Update: Every five years from effective date or as needed

Purpose: To provide guidelines for use of medical leave and family leave.

Scope: This policy is directed to all members of the Housestaff.

Definitions:

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
4. **Program Director** – the one physician designated to oversee and organize the activities for an educational program.
5. **Review Committee (RC)-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

Reference(s):

Committee of Interns and Residents (CIR) 2012-2018 Agreement

Policy:

- A. University policies regarding medical leave and family leave, as they apply to Housestaff, shall be fairly and uniformly applied.
- B. Housestaff must notify their Chief Resident and/or Program Director and affiliate site director/medical education office if they are unable to work. Housestaff are responsible for keeping their Department and Program Director aware of their status. Each department is responsible for maintaining a record of Housestaff's usage of all time off for each year.
- C. **Completion of Training**
A Housestaff's cumulative absences due to leave and time off may negatively impact his/her ability to finish the program due to discrepancy between the number of months actually trained and program or specialty board requirements. In such a case the Program Director shall assess the Housestaff's ability to fulfill his/her residency educational obligations and may require additional training in lieu of termination.

1. RC-specific and board eligibility criteria for satisfactory completion of each residency program will determine the amount of additional training required due to absence from training.
2. Each program shall have and provide its residents with a written policy in compliance with its Program Requirements (RC and specialty board) concerning the effects of leaves of absence, for any reason, on satisfying the criteria for completion of the residency program.
3. Each program shall provide its residents with information relating to eligibility for certification by the relevant certifying board.

Number:	004-002
Section:	Time Off
Title:	Vacation Time

Effective Date: 5/21/2015

Previous Review & Approval by GMEC: 5/24/2007, 4/19/2012

Responsible Office: NJMS Graduate Medical Education

Update: Every five years from effective date or as needed

Purpose: To provide guidelines for time away from the program for vacation.

Scope: This policy is directed to all members of the Housestaff.

Definitions:

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
4. **Program Director** – the one physician designated to oversee and organize the activities for an educational program.
5. **Review Committee-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

Reference(s):

Committee of Interns and Residents (CIR) 2012-2018 Agreement

Policy:

- A. Four (4) weeks of paid vacation to be scheduled in accordance with departmental policy, which policy shall not preclude scheduling of vacation in two (2) week blocks. Whenever a holiday falls within a vacation period, the individual Housestaff shall be entitled to an extra vacation day. Pro rata earning of vacation is one and two thirds (1 2/3) days for each full month of employment.
- B. Individual Housestaff shall, on or before June 1st of each year, submit in writing to his/her Program Director all requests for vacation leave. The Program Director, after review of the needs of the services and rotation schedules, will make reasonable efforts to honor the individual request, granting Housestaff at least two (2) consecutive weeks off, or in services where scheduling accommodations can be made, more than two (2) consecutive weeks. Where an opportunity exists to grant more than two (2) weeks of vacation, priority consideration shall be given to Housestaff Officers utilizing that vacation for a foreign homeland visit.
- C. Should any Housestaff fail to submit his/her vacation leave request on or before June 1st of each year, the Program Director shall, after scheduling the vacation leaves of the other Housestaff have the right to schedule

vacation leave for those failing to meet the June 1st submission date. Once the vacation schedule is established, it will normally be available to the employee except where an emergency mandates rescheduling.

- D. One week of scheduled vacation is defined as seven (7) consecutive twenty-four (24) hour days off during which there is no assignment of work. If less than a week's vacation leave is requested, each day requested shall be one fifth (1/5) of a vacation week.
- E. Housestaff are credited with vacation leave time in anticipation of continued employment for the full year. In the event a Housestaff leaves pay status during the course of the year, his/her vacation leave accrual shall be adjusted on a pro rata basis in order to determine the proper amount of leave time to which the Housestaff is entitled. In the event the Housestaff has no vacation leave balances, such Housestaff shall reimburse the Rutgers NJMS for any overdraft of leave time.
- F. Rutgers NJMS will make a reasonable effort not to assign Housestaff on call duty (including beeper calls) or to make rounds on the weekend immediately preceding or following their scheduled vacation.

Number:	004-003
Section:	Time Off
Title:	Sick Time

Effective Date: 5/21/2015

Previous Review & Approval by GMEC: 4/19/2012

Responsible Office: NJMS Graduate Medical Education

Update: Every five years from effective date or as needed

Purpose: To provide guidelines for time away from the program due to illness.

Scope: This policy is directed to all members of the Housestaff.

Definitions:

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
4. **Program Director** – the one physician designated to oversee and organize the activities for an educational program.
5. **Review Committee-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

Reference(s):

Committee of Interns and Residents (CIR) 2012-2018 Agreement

Policy:

Housestaff will be credited with twelve sick leave days at the beginning of each academic year. They can accumulate up to forty-eight (48) sick leave days.

1. Sick leave shall be used when a Housestaff is unable to work due to illness or personal injury.
2. The Housestaff must notify his/her Chief Resident or Program Director, affiliate site contact/medical education office of his/her inability to work.
3. Approval for use of this time shall not be unreasonably denied by the Chief Resident or Program Director.
4. Each Department is responsible for maintaining a record of usage of sick leave for each year.
5. First year residents or residents in their initial year of appointment are not eligible to use sick time until a full six months have been completed.
6. Bargaining unit members are responsible for making up any un-worked time after the end of the academic year as determined by accreditation requirements. Such additional work time after the end of the academic year shall be paid up to **four (4) months** if needed. Whether time is needed to complete the requirement is up to the DIO who has sole discretion to approve or deny such request. The decision is not subject to the grievance procedure.

Number:	004-004
Section:	Time Off
Title:	Family Leave

Effective Date: 5/21/2015

Previous Review & Approval by GMEC: 5/24/2007, 4/19/2012

Responsible Office: NJMS Graduate Medical Education

Update: Every five years from effective date or as needed

Purpose: To provide guidelines for use of family leave.

Scope: This policy is directed to all members of the Housestaff.

Definitions:

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
4. **Program Director** – the one physician designated to oversee and organize the activities for an educational program.
5. **Review Committee-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

Reference(s):

Committee of Interns and Residents (CIR) 2012-2018 Agreement

Policy:

All Housestaff enrolled in Graduate Medical Education (GME) programs of the New Jersey Medical School, as bargaining members of the CIR, are eligible for leave due to serious illness in the family or for birth or adoption of a child. When a Housestaff opts to take this leave, the Housestaff must make up any unworked time and the graduation date may be affected due to each specialty's board requirements limiting cumulative time away from the program.

A. Birth or Adoption of a Child

All bargaining unit members are eligible for family leave (unpaid) upon the birth or adoption of a child after one year of service. This leave, in accordance with Family Medical Leave of Absence (FMLA) and New Jersey State Law, can be up to twelve (12) weeks. A Housestaff can use paid vacation leave to cover a portion of this twelve-week period. Appropriate documentation must be provided to the Program Director. Upon submission of appropriate documentation, such leave shall be approved. The GME Office must be notified immediately when any Housestaff commences a leave of absence and when a Housestaff returns from the leave.

B. For Serious Illness in the Family

All bargaining unit members are eligible for family leave (unpaid) to take care of a seriously ill family member after one year of service in accordance with FMLA and New Jersey State Law. This leave can be up to twelve (12) weeks. A Housestaff can use paid vacation leave to cover a portion of this twelve-week period. Appropriate documentation must be provided to the Program Director. Upon submission of appropriate documentation, such leave shall be approved.

C. Completion of Academic Requirements

Bargaining unit members are responsible for making up any unworked time after the end of the academic year as determined by accreditation requirements. Effective July 1, 2006, such additional work time after the end of the academic year shall be paid up to **four** months if needed. Whether time is needed to complete the requirement is up to the DIO who has sole discretion to approve or deny such request. The decision is not subject to the grievance procedure.

Number:	004-005
Section:	Time Off
Title:	Medical Leave

Effective Date: 5/21/2015

Previous Review & Approval by GMEC: 5/24/2007, 4/19/2012

Responsible Office: NJMS Graduate Medical Education

Update: Every five years from effective date or as needed

Purpose: To provide guidelines for use of medical leave.

Scope: This policy is directed to all members of the Housestaff.

Definitions:

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
4. **Program Director** – the one physician designated to oversee and organize the activities for an educational program.
5. **Review Committee-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

Reference(s):

Committee of Interns and Residents (CIR) 2012-2018 Agreement

Policy:

Each Housestaff is eligible for up to twelve weeks of medical leave. All Housestaff are eligible after six months of service). The Housestaff must make up any unworked time and the graduation date may be affected due to each specialty's board requirements limiting cumulative time away from the program.

- A. A resident can use any remaining allotment of his/her sick leave prior to being in an unpaid status. Once sick leave days have expired and before the Housestaff chooses to be in "leave without pay" status and apply for disability, the Housestaff shall have the option to use any remaining portion of his/her vacation days. Once paid leave days have expired, the Housestaff would be in "leave without pay status" and eligible to apply for temporary disability.
- B. The resident must provide appropriate medical documentation to his/her Program Director. Upon submission of the appropriate medical documentation, such leave shall be approved.
- C. Bargaining unit members are responsible for making up any unworked time after the end of the academic year as determined by accreditation requirements. Such additional work time after the end of the academic year shall be paid

up to four months if needed. Whether time is needed to complete the requirement is up to the DIO who has sole discretion to approve or deny such request. The decision is not subject to the grievance procedure.

Number:	004-006
Section:	Time Off
Title:	Bereavement Leave

Effective Date: 5/21/2015

Previous Review & Approval by GMEC: 5/24/2007, 4/19/2012

Responsible Office: NJMS Graduate Medical Education

Update: Every five years from effective date or as needed

Purpose: To provide guidelines for use of bereavement leave.

Scope: This policy is directed to all members of the Housestaff.

Definitions:

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
4. **Program Director** – the one physician designated to oversee and organize the activities for an educational program.
5. **Review Committee-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

Reference(s):

Committee of Interns and Residents (CIR) 2012-2018 Agreement

Policy:

If there is a death in the immediate family, Housestaff may utilize sick leave for up to three (3) days of bereavement leave. Additional leave may be granted as may be necessary without pay upon request to the Program Director.

A. Immediate Family Definition

Immediate family shall be defined as mother, father, sister, brother, spouse, child, or unmarried domestic partner.

B. Domestic Partners

For unmarried domestic partners to be included, prior notice of the relationship shall have been provided to the University's Office of Labor Relations. The University may require reasonable and appropriate documentation of the relationship or of cohabitation, such as leases, driver's license, etc. Additional leave may be granted as may be necessary without pay upon request to the Program Director.

Number:	004-007
Section:	Time Off
Title:	Leave to Take Licensing Examination

Effective Date: 5/21/2015

Previous Review & Approval by GMEC: 5/24/2007, 4/19/2012

Responsible Office: NJMS Graduate Medical Education

Update: Every five years from effective date or as needed

Purpose: To provide guidelines for use of leave to take medical licensing examinations.

Scope: This policy is directed to all members of the Housestaff.

Definitions:

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
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5. **Review Committee-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

Reference(s):

Committee of Interns and Residents (CIR) 2012-2018 Agreement

Policy:

Housestaff will be permitted to take up to three (3) days paid leave for the purpose of taking the USMLE or other licensing examinations.

1. The leave shall not be charged against vacation time.
2. The Housestaff member must request this time off at least sixty (60) days in advance to the Program Director or his/her designee. The program should respond promptly to this request, but always within seven (7) days.
3. Housestaff requests may be denied if the days off conflict with an already published call schedule, or are requested during a core rotation. Requests should not otherwise be unreasonably denied by the program.
4. Housestaff may elect to split up the three (3) days paid leave to take multiple licensing examinations if desired.

Number:	004-008
Section:	Time Off
Title:	Holiday Time

Effective Date: 5/21/2015

Previous Review & Approval by GMEC: 5/24/2007, 1/17/2008, 4/19/2012

Responsible Office: NJMS Graduate Medical Education

Update: Every five years from effective date or as needed

Purpose: To provide guidelines for Holiday Time.

Scope: This policy is directed to all members of the Housestaff.

Definitions:

1. **Housestaff/House Officer-** refers to all interns, residents and subspecialty residents (fellows) enrolled in a Rutgers New Jersey Medical School (Rutgers NJMS) graduate medical education program. A member of the Housestaff may be referred to as a house officer.
2. **Designated Institutional Official (DIO)** – refers to the individual who has the authority and responsibility for the graduate medical education programs.
3. **Program** – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
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5. **Review Committee-** the Accreditation Council for Graduate Medical Education delegates authority to accredit programs/institutions to its Review Committees. The Review Committees are comprised of peer specialists in the field and resident physicians.

Reference(s):

Committee of Interns and Residents (CIR) 2012-2018 Agreement

Policy:

All Rutgers Housestaff, wherever assigned, shall be entitled to all Rutgers holidays. The University shall exercise its best efforts to ensure that Housestaff on rotation to an affiliate facility are granted all Rutgers holidays on the day they occur. Holiday time will include four (4) floating holidays which may be used as personal days, as described below.

A. Rutgers Holidays

Effective July 1, 2015, Rutgers holidays are: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas and four (4) floating holidays.

B. Holiday Call

Housestaff who work at least four hours (including beeper calls) on a scheduled holiday shall be granted an alternate day off. When a Housestaff works on a scheduled holiday, the Housestaff must submit the request for an alternate day off (using the form designated by the University) within ten (10) business days of the holiday worked. If the form is not returned within ten (10) business days, the scheduling of the alternate day off shall be

at the discretion of the Program Director or designee. If the Program Director or designee does not respond to the request for an alternate day off within ten (10) business days from the submission of the request, the Housestaff shall be granted an additional day's pay in lieu of the alternate day off. Pay in lieu of a holiday shall be at the rate of one tenth (1/10) of bi-weekly pay. Scheduling of alternate days off shall be by mutual agreement between the Housestaff and Program Director or designee. Requests for a particular alternate day off shall not be unreasonably denied. In the event that an alternate day off cannot be scheduled within 3 months of the holiday worked, holiday pay shall be granted. With the mutual consent of the Housestaff and the program director, the alternate day off may be deferred for more than three months but within the same post graduate year. A holiday is defined as the 24-hour period beginning 12AM on the day of the holiday and ending at 11:59PM. Housestaff shall not receive more than one alternate day off or one additional day's pay for any consecutive 24-hour period worked.

C. Weekend Holidays

Holidays falling on Saturday shall be observed the preceding Friday. Holidays falling on Sunday shall be observed the following Monday.

D. Floating Holidays

Housestaff are entitled to four (4) floating holidays which may be used for personal days. As per the approved request form, Housestaff shall submit his/her written request for a float holiday at least seven (7) calendar days in advance.

E. Request Forms

A standard form shall be used for Housestaff to obtain a compensation day or an additional day of pay for holidays and float holidays in cases where an alternative day off is not granted. When chief residents distribute schedules to Housestaff during months that contain holidays, the Rutgers Compensation Day/Reimbursement Form shall be attached.