Paid Time Off
IUSM-GME-PO-0018

Scope
This policy applies to all Indiana University School of Medicine (IUSM) Graduate Medical Education (GME) resident physicians.

Reason for Policy
The purpose of this policy is to define paid time off and appropriate procedures for residents.

Policy Statement
Paid time off for residents will be encouraged for the purpose of increasing the personal well-being of the house staff member. The intent of the Paid Time Off Policy is to give each resident in PGY levels 1 and 2 three seven-day weeks free from their training responsibilities and each resident in PGY levels 3 and above four seven-day weeks free from their training responsibilities.

Each training program must have an explicit written Paid Time Off Policy which must be in accordance with the IUSM GME Paid Time Off policy. The departmental policy should encompass the specifics of its specialty Board certification requirements,
Holidays, allowable wellness days, conference attendance, and interview days away from the program. All PGY1s and 2s will receive three seven-day weeks free from their training responsibilities. This consists of 15 weekdays and 6 weekend days. PGY 1 and 2 PTO days must not include more than 15 week days (Monday through Friday). All PGY3s and above will receive four seven-day weeks free from their training responsibilities. This consists of 20 weekdays and 8 weekend days. PGY 3s and above PTO days must not include more than 20 week days (Monday through Friday).

Programs may place limits on the times of the year when paid time off can be taken.

In the case of a stated hospital or regional emergency, urgent professional responsibilities may cancel previously arranged paid time off.

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**Procedures**

**Deferral**

With evidence of compelling reasons, up to two weeks of paid time off, i.e., ten weekdays and four weekend days, can be rolled over into the first contiguous four (or six) weeks of the next postgraduate year of training. No more than two weeks can be reassigned and approval must be obtained from the program director in advance. All specialty board requirements must be observed. No payment will be made for unused paid time off at the completion of training.

**Leave of Absence**

Paid time off must be taken as part of the School of Medicine leave and counted against the six weeks paid leave; this applies to the FMLA leave as well (See GME Leave of Absence Policy) *(Reference 1)*. Stated another way, the amount of paid time off already taken in a given year will reduce the amount of paid leave available to the trainee.

A resident who has used all paid time off as part of a qualified leave of absence, and who has not used the complete 6-week paid leave of absence, may take the remainder of the paid leave time (to reach a maximum of 6 weeks paid time off) later in the same academic year. Again, the initial leave of absence needs to be for an approved qualifying event clarified within FMLA guidelines. The total paid time taken may not exceed six weeks and still observe all board requirements.

**Personal Days and Holidays**

Paid time off for personal days, interview days, meeting times, or holidays will be at the discretion of the program director and may be affected by the assigned rotation and subspecialty board certification requirements. The accumulation of the following discretionary days (additional holidays per departmental policy, sick, bereavement, and wellness) will be counted towards the maximum 6 weeks of absence paid by the institution. Time off and holiday assignments may be affected by agreements with rotation hosts (department or hospital systems) for off-service, off-site, or away rotations.
Jury Duty

Physicians are not excused from jury duty; as such, all trainees will have to respond to any summons to serve on a jury. Should you be contacted to potentially serve on a jury, immediately inform your program director, program coordinator, and the hospital service you were scheduled to work. Time served for jury duty will not reduce your paid time off benefits. A resident/fellow who is called for jury duty is allowed to be absent with pay for the period of service as a juror. Also, a resident/fellow who is subpoenaed is allowed to be absent with pay when serving as a court witness.

Educational Seminars:

If a program director specifies certain seminars, meetings, or courses as part of the educational experience, residents may be granted a few days’ leave with pay. If a resident wishes to attend a meeting, symposium, etc., which is not on the specified list, this should be done as part of annual vacation time. All educational leaves are at the discretion of the program director and no additional pay or compensating time off will be granted. Each program determines whether expenses will be provided for attending medical conferences.

Definitions

FMLA is the Family Medical Leave Act

A resident is an IUSM resident or fellow, or a non-IUSM resident or fellow electively rotating through IUSM who provides clinical care as part of a GME program.

Implementation

The Designated Institutional Official (DIO) for GME is responsible for implementation of this policy.

Oversight

Policy authority for this document resides with the Graduate Medical Education Committee. The DIO and the Graduate Medical Education Committee are responsible for oversight. This policy will be reviewed every three years or more often if deemed necessary.

Related Information

1. GME Leave of Absence Policy
   https://mednet.iu.edu/Policies/Policies/Leave-of-Absence
History
2. Policy reviewed, updated, and approved by GMEC on 11 January 2017.