



PHOENIX CHILDREN'S GRADUATE MEDICAL EDUCATION

Resident/Fellow Vacation, Paid Time Off, and Leaves of Absence

Phoenix Children's Hospital Graduate Medical Education recognizes that under certain situations a resident/fellow may require and obtain temporary leave from his or her duties. The Phoenix Children's Leaves of Absence Policy outlines approved reasons for leave and is contained in the Human Resources Policy Manual located on the PCH intranet Policy Page.

SCOPE

This policy applies to all Graduate Medical Education trainees in post graduate training programs under the oversight of the Medical Education Department of Phoenix Children's including programs accredited by the Accreditation Council for Graduate Medical Education (ACGME) and non-standard training programs.

DEFINITIONS

Resident/Fellow: Trainees in Postgraduate training programs including but not limited to Residents, Fellows, Psychology Interns, and Psychology Post-Doctorate trainees.

Non-standard Training Program: Advanced clinical subspecialty training programs or pathways that are not ACGME accredited.

PAID TIME OFF

Resident/Fellow will receive four (4) weeks (28 days) of PTO per academic year, which will be scheduled on dates and times mutually agreed upon by the Resident/Fellow and the Program Director or designee. The PTO benefit may be used for sick time, vacations, parental leave, personal business meetings, education, and personal time.

MEDICAL, PARENTAL, AND CAREGIVER LEAVE

In compliance with the Accreditation Council of Graduate Medical Education (ACGME) institutional requirements, notwithstanding other available benefits, resident/fellows are entitled to the following:

- Six weeks of intermittent or continuous approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws once during the resident/fellow's participation in the training program, starting the day the resident/fellow is required to report. Additional leave may be approved pursuant to other Phoenix Children's benefits for which resident/fellow is eligible;
- During such leave, resident/fellow will receive the equivalent of 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
- A minimum of one week of the resident/fellow's paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken; and
- Continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver

leave(s) of absence.

Refer to “Resident/Fellow Leaves of Absence Procedure” for process to apply for approved medical, parental, or caregiver leave.

IMPACT OF LEAVE ON LENGTH OF TRAINING PROGRAM

Completion of training program requirements and board certification eligibility is dictated by the individual program requirements and applicable specialty board policy. A resident/fellow must complete the required number of training months in order to be eligible for graduation and board certification. Any resident/fellow who is absent for greater than the required months (including vacation time) will require an extension to the length of training. During this period of extended training, the Program Director will specify the resident’s/fellow’s clinical rotations, with the intention to meet the educational goals of the resident/fellow and the requirements of the program, ACGME, and the specialty board.

Reference: ACGME Institutional Requirements, effective July 2022.

Chief Medical Education Officer
Designated Institutional Official
Phoenix Children’s Hospital

Approved by GMEC: November 2024