



Category: Graduate Medical Education
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Title: Vacation & Leave of Absence Policy

References: UTRGV Handbook of Operating Procedures – <https://www.utrgv.edu/hop/handbook/index.htm>

I. Purpose

This policy outlines Residents’ (where "Residents" refers to both residents and fellows participating in the University of Texas Rio Grande Valley School of Medicine [UTRGV SOM] Graduate Medical Education [GME] programs) eligibility towards time off, and provides an overview of UTRGV guidelines and procedures on paid leave and leave of absences, and to inform the effect any leave may have on the completion of the GME program and the impact of the leave on the learner’s eligibility for board certification.

II. Leave:

Residents are responsible for taking the leave for which they are eligible. Leave requests should be submitted at least **60** days in advance (or sooner if specified by individual program policies), except when the leave request was unanticipated and involves matters other than leisure (i.e., family illness, bereavement, etc.).

The Resident must submit leave request to their program leadership (as specified in program policies) explaining type of leave, dates, and other pertinent information. It is the Resident’s responsibility to ensure all documentation is provided based on type of leave taken.

III. Vacation:

Residents are entitled to **15** days paid vacation leave per year. Vacation is not carried over from one academic year to the next.

IV. Sick leave:

Residents are entitled to up to **12** sick days per year. Sick leave is not carried over from one academic year to the next. Sick leave should be used only for illness of the Resident or the illness of a family member. Residents shall report sick leave to their program as soon as it is known that sick leave will be taken. The UTRGV sick leave policy must be followed:

<https://www.utrgv.edu/hop/policies/adm-04-603.pdf>

V. Other Leave Types:

As employees of UTRGV, Residents are entitled to other types of leave. In the event that other forms of leave are requested, relevant UTRGV policies must be followed.

- Emergency Leave - <https://www.utrgv.edu/hop/policies/adm-04-606.pdf>
- Jury Duty Leave - <https://www.utrgv.edu/hop/policies/adm-04-613.pdf>

- Family and Medical Leave (FMLA) - <http://www.utrgv.edu/hop/policies/adm-04-608.pdf>
- Military Leave - <https://www.utrgv.edu/hop/policies/adm-04-607.pdf>

VI. **Effect of Leave of Absences on program completion and board eligibility:**

Residents should be aware that graduation from a GME program and Board certification depend on the completion of a specified amount of spent as a Resident. Each program must provide information regarding the specific educational requirements for the program and specialty.

If cumulative absences for maternity, paternity, adoption, or medical leave to care for a seriously ill family member negatively impact the number of months of education for a Resident (with respect to the number of weeks or months required to satisfy the criteria for completion of the GME program), the Program Director must assess the Resident's ability to fulfill his/her educational obligations and may require additional time spent in the program.

Residents should be aware that any extended leave may require prolongation of the educational program as required by individual residency review committee (RRC) and/or specialty board certification requirements. Leave or vacation time may NOT be used to reduce the total amount of required time spent in a GME program or to make up deficiencies in their education, unless approved in writing by the GME office.