LEAVE OF ABSENCE POLICY/PAID TIME OFF POLICY

Each resident is allowed a maximum of twenty (20) business days (Monday – Friday) of paid time off per year of training for vacation, professional, sick, holiday or other leave. The Program Director approves this time. Any time off beyond twenty (20) business days in a training year is unpaid. No more than twenty (20) business days of leave per year may be granted for any purpose without extending the residency year on a day-to-day basis past the allotted twenty (20) days.

The following 7 holidays are included in the allotted 20 days off. If the resident works the holiday, time will not be taken out of allotted days.

- Christmas Day
- New Year’s Day
- Easter
- Thanksgiving
- Labor Day
- Memorial Day
- Independence Day

If for any reason (medical or personal) a resident must take a leave of absence, the following Pikeville Medical Center (“PMC”) policies apply:

- Leave of Absence  8371.0251
- Family Medical Leave of Absence  8371.1017

If a resident is placed on a restricted schedule by his/her own attending physician due to medical reasons then, upon receipt of written documentation of the restriction, the Program Director will calculate, based on an average number of hours missed on a particular service, the amount of time that must be completed to meet the requirements of the rotation.

Absence forms must be completed and turned into the Office of Graduate Medical Education and permission must be granted prior to any planned leave of absence. It is the resident’s responsibility to arrange coverage for his/her absence.

Unplanned absences require that the resident notify the following persons or offices on a DAILY basis:

- Office of Graduate Medical Education
- Clinic or hospital floor of current rotation
- Attending service from the current rotation
- Fellow residents who are impacted by such absence

Upon returning to his/her rotation, an absence form must be completed by the resident in the Office of Graduate Medical Education.
Appropriate paperwork will be completed per the resident’s manual and/or PMC Human Resources Department and turned in by the desired time frame for any time off taken.

** Any required make-up time will be added to the end of the resident training year. The Program Director has the authority to extend the Resident Contract for a period of up to 3 months for leave, illness or remediation purposes without requesting approval for overlap of resident numbers from the GMEC. Any overlap in excess of 3 months shall require advance approval and be reported to the AOA Division of Postdoctoral Training and A-OPTIC.