

VACATION, SICK, EDUCATIONAL, LEAVES OF ABSENCE AND REQUESTING TIME OFF POLICY

For the purpose of this document resident, fellow, and colleague are used interchangeably.

Leaves of Absences

Leaves of absences, including Bereavement, Personal, Military, and Family and Medical leave (including pregnancy) will be provided in accordance with the *Hartford HealthCare Leaves of Absences Policy*. Residents and fellows must contact the Program Director and Manager of GME/Medical Education as soon as they become aware of the need for any leave of absence.

Family and Medical Leave Procedures

1. Any resident/fellow requiring leave under the federal Family and Medical Leave Act and/or the Connecticut Family and Medical Leave Act (collectively, "FMLA") must notify their program director, Manager of GME/Medical Education and Hartford HealthCare's third-party administrator ("TPA") at least thirty (30) days in advance, when leave is foreseeable, or as soon as possible so that necessary arrangements can be made for coverage and time off.
2. Where applicable, Accreditation Council for Graduate Medical Education ("ACGME") requirements for training will be followed. Any time taken off beyond the allotted sick and vacation (including educational time) time each academic year must be made up. Residents/fellows should be aware of their specific certification requirements, if any, and consult with their program director for additional specifics.
3. Residents/fellows must first use their unused sick and vacation (including education time) time during any approved FMLA leave; however, colleagues may elect to preserve up to two (2) weeks of available vacation time during any approved FMLA leave period or leave otherwise taken for the colleague's: (1) own serious medical condition; (2) birth of a child; or (3) to take care of the colleague's eligible family member who has a serious health condition. Residents/fellows who qualify for Short Term Disability will not be permitted to use vacation time beyond the elimination period. Residents/fellows may also apply to the State of Connecticut's Paid Leave Authority for the State's Paid Leave Benefit. Colleagues should visit the State of CT's Paid Leave Authority website for eligibility, information on filing a claim, and payment information.
4. Residents/fellows are eligible to take a six (6) week leave of absence for the resident's: (1) own serious medical condition; (2) birth of a child; or (3) to take care of the colleague's eligible family member who has a serious health condition (all as defined under the Connecticut FMLA), once during the term of a colleague's training program. The six (6) week leave period will run concurrently with an approved FMLA, when the resident/fellow is otherwise eligible for FMLA. After the exhaustion of available vacation and sick time, Hartford Hospital will cover the colleague's full salary during the six (6) week leave period, if the colleague's salary is not otherwise covered by the colleague's available benefits.

Sick Time

It is the policy of the Hartford Hospital residency and fellowship programs to support positive health behaviors for its trainees. Residents/fellows are expected to obtain a primary care provider and follow a positive lifestyle that promotes healthy behavior. In the event that the colleague's illness or injury precludes work, the Program Director and/or Program Coordinator should be

notified of the sick day off. A physician's note will be required for the colleague's return to work after 3 consecutive sick days. It is required that each resident/fellow not reporting for duty at their regularly scheduled time, due to injury or illness, must also notify the assigned attending faculty member of the absence(s). On weekends, the resident/fellow must notify the faculty member on call. This applies to all residents/fellows on rotations. A maximum of fifteen (15) sick days are provided each academic year. Sick days cannot be accrued. Unused sick time cannot be carried over from academic year to academic year, and is not paid out at the end of the colleague's employment with Hartford Hospital.

Unexcused or excessive sick time beyond the fifteen (15) sick days must be made up at the end of the residency training period, or at the discretion of the program director.

Vacation

Three (3) weeks (15 days) of paid vacation time along with five (5) days of paid educational time is provided for each academic year. Any time off beyond the allotted sick and vacation (including educational time) time from training must be made up based on the requirements of the ACGME, Residency Review Committee and at the discretion of the Program Director. Vacation (including educational time) time cannot be accrued. Unused vacation (including educational time) time cannot be carried over from academic year to academic year, and is not paid out at the end of the colleague's employment with Hartford Hospital.

The five (5) days of educational time may be granted by the Program Director to be used for interviews, personal time, or additional vacation time. Every effort should be made to ensure the colleague's education is not compromised by excessive days off from the program.

Any time that exceeds the allotted sick and vacation (including educational time) time **MUST** be made up at the end of the training period. Residents/fellows requesting time off must follow their program specific guidelines and the instruction provided at the time of the program's orientation.

Any changes to vacations previously scheduled must be approved by the Program Director and follow the specific program policy. Vacation requests for the upcoming academic year should be approved by the Program Director and follow the specific program policy.

Outside of the United States

Please refer to Hartford HealthCare and specific program policy addressing trips outside of the United States.

Hospital Holidays

Residents/fellows will receive regular pay (versus holiday pay) for holidays. If a resident/fellow is on call during a holiday you the colleague must complete their duties. Those not on call or not required to be at work may have the day off at the discretion of the program. A holiday schedule may be enforced by the program director and must be adhered to. Every effort will be made to ensure fair and just allocation of days off for the holidays over the course of the training period.