

# Vacation and Sick Leave

## INSTRUCTIONS FOR COMPLETING THE LEAVE FORM:

- 1) Please complete the entire Leave Form and sign before submitting to the chief fellow and program coordinator.
- 2) Leave CANNOT be taken during CIU, CICU, or consults.
- 3) Documentation must be provided for Boards/Other (Boards, Interview Invitations, Conference, Visas)
- 4) Leave is to be requested **at least 60 days** in advance
  - > If requested less than 60 days in advance, approval by the program director is required.
  - > If requested less than 30 days in advance, clinic CANNOT be cancelled (NO EXCEPTIONS).
- 5) The chief fellow will approve all requests within 5 working days. Administrative processing can take up to an additional 5 working days. Total turn-around time for a leave request is up to 10 working days.

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## VACATION DAYS:

### A. Annual Accrual

On an annual basis commencing July 1<sup>st</sup> and ending on June 30<sup>th</sup> each Trainee will be given fifteen (15) vacation days, and twelve (12) sick days, the Trainees may use vacation days in advance of accrual only with specific approval by the Program Director taking into consideration the overall needs of the Training Program.

### B. Approval

Use of vacation hours at any time requires the specific permission of the acting Chief of Scheduling and must be scheduled in accordance with Program's needs to operate efficiently. The Program Director or his/her designee, the Scheduling Chief, may prohibit the use of vacation time at their discretion, such as during specific rotations, time periods, or to meet patient care or educational needs. *Vacation cannot be applied in conjunction with Christmas/New Year's Break to make it an extended vacation, i.e., one week before or one week after; totaling a 5-day Holiday Break for each group.*

### C. Automatic Forfeiture

All vacation time accrued during the appointment year must be used during the year in which it accrued (unless PD approves advance use). All unused, accrued vacation time during an academic year will be forfeited and will not be reimbursed to the Trainee.

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## D. Graduating Fellows (PGY-6)

Fellowship duration of training extends up to 5 pm, June 30th in the graduating year. Fellows will use vacation for the amount of time they will need to leave for relocation towards the end of the graduating year. Release forms will not be accepted for signature by the PD before the last training day of the graduating year. It is expected that vacation days be used for proper planning purposes. Therefore, Seniors should seek an appointment with the PD and complete the Graduating Fellows' Vacation Request form to determine their last working day in the month of July of their graduation year. Vacation days will be applied from the last working day to June 30 and the Fellow will be made aware of the vacation days that can be used throughout the year in order to be compliant with the vacation policy.

## **SICKDAYS:**

### A. Annual Accrual

All Trainees are granted twelve (12) Sick days per Academic year. Use of this time is of the sole discretion of the Trainee, for illnesses of the Trainee, their spouses, or dependents. *If the Trainee is sick beyond 3 working days, the Trainee must apply for FMLA via ECU Health Human Resources. Clearance from Occupational Health is needed for infectious sick leave requests and Risk Management must be contacted for all other forms of Sick Leave when FMLA is not instituted.*

### B. Automatic Forfeiture

All Sick days must be used prior to the end of the academic year in which they are granted. Any unused Sick days may not be carried over to the next academic year.

*Once approved by the Program Director and/or Designee all Requests will be submitted via DocuSign as in all other Requests by the Coordinator for the appropriate signatures*