

Policy Name:	Vacation and Leaves of Absence		
Section #:	05-001	Section Title:	Time Off
Approval Authority:	Graduate Medical Education Committee	GMEC Approved	04/26/2019
Responsible Executive:	DIO	Revised:	08/20/2021, 08/26/2024
Responsible Office:	Office of Clinical and Health Affairs, Rutgers Health	Contact:	Institutional Coordinator

1. Reason for Policy

To establish compliance that meets Rutgers, state, federal, and accreditation regulations.

2. Applicable ACGME Institutional Requirements

IV.H.

3. Resources

- i. Accreditation Council for Graduate Medical Education Institutional Requirements
- ii. Accreditation Council for Graduate Medical Education Common Program Requirements
- iii. Committee of Interns and Residents (CIR) Collective Bargaining Agreement
- iv. Rutgers University Policies
- v. New Jersey Board of Medical Examiners
- vi. American Board of Medical Specialties

4. Definitions

The scope of this policy applies to all residents and fellows participating in accredited Rutgers Health post-graduate training programs (i.e., residencies or fellowships), accredited by the Accreditation Council for Graduate Medical Education (ACGME), who hold a Resident or Fellow appointment. Residents and Fellows are hereafter referred to as “Residents”. The Rutgers Health policy described here applies to all residents of Rutgers Health. Further details related to this policy, as applicable to the existing legacy residents bound by and limited by the policies and procedures originating from the programs in which they were originally contracted, may be found, and defined by the following Rutgers Health training program policies associated with

- New Jersey Medical School Graduate Medical Education & CIR MOU
- Robert Wood Johnson Medical School Graduate Medical Education & CIR MOU
- Community Medical Center Graduate Medical Education
- Cooperman Barnabas Medical Center Graduate Medical Education
- Jersey City Medical Center Graduate Medical Education & CIR MOU
- Newark Beth Israel Graduate Medical Education
- Monmouth Medical Center Graduate Medical Education
- Robert Wood Johnson University Hospital -Somerset
- Trinitas Regional Medical Center Graduate Medical Education

5. The Policy

- I. With regard to each of its ACGME-accredited programs, the Sponsoring Institution, monitored by the DIO (or designee), will require that the applicable employer provide its residents/fellows with accurate information regarding vacation as well as the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/ fellow's eligibility to participate in examinations by the relevant certifying board(s). The policy is as follows:
 1. provide residents/fellows with a minimum of six weeks of approved medical, parental and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the resident/fellow is required to report
 2. provide residents/fellows with at least 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
 3. provide residents/fellows with a minimum of one week 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
 4. ensure the continuation of health and disability insurance benefits for medical, parental, or caregiver leave(s) of absence;
 5. describe the process for submitting and approving the requests for leave(s) of absence;
 6. be available for review by residents/fellows at all times