

**STONY BROOK UNIVERSITY HOSPITAL
GRADUATE MEDICAL EDUCATION
POLICIES AND PROCEDURES**

POLICY: TIME OFF BENEFITS and EFFECT OF LEAVES OF ABSENCE

PURPOSE

To establish an institutional policy regarding time off benefits, leave of absence and effect of leave for graduate medical education programs within the institution.

POLICY

Vacations: The vacation plan for the house staff for 12 months of service is dependent on the particular bargaining unit and their respective employer. Details of the process are explained to the trainee at the time of his/her orientation. All vacation schedules are approved by the Program Director. Vacation time cannot be accrued from year to year. Vacations must be used in the year they are earned.

Sick Leave: House Staff are eligible to accrue credits for sick leave in accordance with the specific policies of their respective employer.

Maternity/Paternity Leave, Family Medical Leave, Jury Duty, Bereavement: Time off for maternity/paternity, family medical leave, jury duty and bereavement is dictated by the specific policies of their respective employer and any bargaining unit agreement in place to deal with this issue.

Effect of Time Off: If a leave of absence for any reason results in a resident physician missing time that the Program Director considers necessary to achieve academic and educational goals, the resident physician may be required to make up such time. Each program must provide a written policy concerning the effect of leaves of absence and information relating to access to eligibility for certification by the relevant certifying board.

Reviewed November 18, 2003

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