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Policy No: GME004		Effective Date: 03/23/2026

I. SCOPE

This policy applies to all residents and fellows training at MetroWest Medical Center.

II. OBJECTIVE/PURPOSE

Residents appointed to a MetroWest Medical Center-sponsored residency program or who are MetroWest Medical Center-employed are entitled to time off including vacation, personal days, sick, bereavement, military, and Family Medical Leave (FMLA). A personal leave request for medical, parental, or caregiver purposes may be granted at the discretion of the Program Director. A leave of absence may extend the duration of training, as specified by the American Board of Medical Specialties (ABMS), and time must be made up to fulfill the requirements for program completion. The program will be held responsible to provide the resident with accurate information regarding the impact of an extended leave of absence based upon the criteria for satisfactory completion of the program and upon the resident's eligibility to participate in the examination(s) by the relevant certifying board(s).

III. DEFINITIONS – N/A

IV. POLICY

The Program Director retains final authority in determining whether individual residents have met the training criteria for program completion. Residents are expected to notify the program if they intend to be absent from a rotation.

Procedure

A written request for any leave, other than unexpected sick leave, must be submitted to the Program Director prior to commencement of leave. Unexcused absences may be subject to loss of pay and disciplinary action.

Vacation/Personal Days/Sick

All residents will receive up to 20 days/year (includes, vacation, and personal days), or what is allowed for Board eligibility per program specific policy. This time cannot be carried over from year to year. Residents should not expect to get (to have) holidays as a day off of work. If the facility/clinic is closed and the program does not reassign the duties, the time is not counted toward annual leave. If the facility/clinic is open during a holiday, residents will need to request leave to take the holiday off.

Jury Duty & Witness Pay

Residents called to jury duty on a day in which you are scheduled to work, will be given leave with pay for the actual time spent on jury service (time required to spend sitting on a jury or physically waiting at the courthouse in anticipation of being called to sit on a jury). The Program Director and/or GME department must be notified as soon as a jury summons is received. Only the court, as outlined in the Jury Summons Notice, can grant deferment or excused absence from jury duty service.

Unexcused Absence

If a resident does not show up for assigned work hours, including night call, without notifying his/her chief resident or Program Director, the absence will be considered unexcused and subject to progressive disciplinary action up to and including dismissal. Unexcused time will be taken as leave from the resident's leave entitlement. Arrangements for "payback" to the residents who may be assigned to cover night call or assigned hours, will be made at the discretion of the Program Director.

Bereavement Leave

In the event of death in the immediate family, the resident may be granted three days of Bereavement Leave to attend the funeral and assist with family matters. For purposes of this policy, immediate family includes spouse, child or stepchild, parent or stepparent, sibling or stepsibling, or legal guardian. The resident is required to notify and obtain approval for Bereavement Leave from the Program Director. The GMEC will adhere to MetroWest Medical Center Policy.

ACGME Leave

Residents will be provided 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, one time, during an ACGME-accredited program, starting the day the resident is required to report. During the first approved medical leave of absence,

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Residents will receive 100 percent regular bi-weekly pay for up to six weeks of an approved leave. During the first parental or caregiver leave of absence, this paid leave will exhaust all Paid Time Off (PTO) for the academic year. If PTO exhausts, the remainder of the first six weeks of the first approved parental or caregiver leave of absence taken will be paid at an equivalent of 100 percent regular bi-weekly pay. A Resident's eligibility for pay beyond these six weeks and/or eligibility for additional medical, parent, or caregiver leave(s) will follow applicable MetroWest Medical Center policies. Residents who are granted an approved leave of less than six weeks would be eligible for an additional approved leave under institutional policy. Requests for additional leave beyond six weeks should be addressed by institutional policies.

For example, if a resident takes an approved leave of four weeks, and then takes another approved leave of two weeks, the resident would need to receive the equivalent of 100 percent of salary during both episodes of leave.

One week (40 hours) of paid time off will be reserved for use outside of the first six weeks of the first approved medical, parental or caregiver leave(s) of absence taken. If the Residents PTO balance is less than one week (40 hours) at the time the Resident exhausts six-weeks of leave, or is released to return to work (whichever happens first), the PTO bank will be increased to one week (40 hours). These PTO hours will only be available for use during the appointment year in which the leave is taken and will not carry over into subsequent years. Health and disability insurance benefits will be continued for residents and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence.

Parental Leave

Residents may be granted up to six (6) weeks of parental leave for the birth or adoption of a child. The period of parental leave shall begin no more than two (2) weeks before the expected date of the child's arrival unless otherwise approved by the supervising physician and no later than twelve months after the arrival of the child.

Pay & Benefits: Trainees' PTO time may be used. The Sponsoring Institution will ensure the continuation of health and disability insurance benefits for residents and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence.

Family and Medical Leave (FMLA)

Family and medical leave is granted in accordance with the Family and Medical Leave Act (FMLA) and any of its amendments. This leave may be paid, unpaid or a combination of both paid and unpaid, depending on the circumstances of the leave and as specified in this policy. Any protected leave available under state and/or local law in compliance with that law and will run concurrently with FMLA if permitted.

To be eligible for FMLA, a resident must have worked in their program for at least one (1) year and have completed 1,250 hours prior to the commencement of the leave. The resident should discuss eligibility with the Human Resources Department. FMLA 12-month period is counted as a rolling 12-month period measured backwards from the date of any previous leave of absence.

1. Resident must formally request FMLA by contacting Human Resources at least 30 days in advance of foreseeable leaves or as soon as possible for unforeseeable leaves.
2. If time off is for a serious health condition is unforeseeable and exceeds three or more consecutive days, the resident must request and return the medical LOA request forms within 15 calendar days of first day of absence.
3. If FMLA is approved, it will be deemed to have begun on the first day off due to the illness or disability.
4. If the resident is placed on FMLA for their own serious health condition or pregnancy disability, they are required to be cleared by OHS to return to work.

Pay & Benefits: Trainees' PTO time may be used. The Sponsoring Institution will ensure the continuation of health and disability insurance benefits for residents and their eligible dependents during any approved FMLA leave(s) of absence.

Every effort to reasonably accommodate the disabilities of employees who are released for duty from FMLA will be made as required by law.

Extended Leave of Absence (LOA)

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Extended leave is any leave extending beyond 12 weeks and is subject to review and approval by the training program and Human Resources. Please reach out to the appropriate parties at the earliest opportunity to ensure your desired extended leave requests are reviewed.

Non-Medical General Leave

Non-Medical General Leave of Absence (non-medical, non-ACGME, non-parental or FMLA) may be granted after 90 days of employment. The request for Non-Medical General LOA must submit a writing to the Program Director and can be granted 30 days at a time.

Once the request has been approved by the Program Director, the request must be sent to the GME and LOA team for approval. The Non-Medical LOA does not begin until approved by the LOA Team.

1. Non-Medical LOA cannot extend beyond 6 months.
2. Resident on a non-medical LOA may use PTO time until exhausted and any additional time will be unpaid.
3. DMC will not subsidize health insurance benefits or applicable benefits which are subject to terms, conditions, and limitations of the contract. If the resident would like to retain these benefits during their non-medical LOA, they are responsible for the full cost of these benefits during that leave.

Pay and Benefits Details

- FMLA (Family Medical Leave Act) protects employees' jobs up to 12 weeks during leave, but it does not guarantee salary. This benefit is provided after 1 year of employment of 1250 hrs worked.
- Pay options during a leave may include PTO, short term disability, long term disability and/or ACGME leave.
- Continued employer coverage for health and disability insurance benefits for residents and their eligible dependents will be provided during any approved FMLA, parental, or ACGME leave of absence.
- Each specialty's board has requirements for missed training that include PTO and combined leave away from training. Should the allowed cumulative leave time be exceeded, the resident will be required to extend the length of their training program and may impact eligibility to participate in examinations by the relevant certifying boards. Upon request, each ACGME-accredited program will provide its residents with accurate information regarding the impact of a leave of absence and impact to their eligibility to participate in the program's relevant certifying boards along with satisfactory completion of the program.
- For one-year programs including Transitional Year (TY), due to the length of training, an extended leave may impact the residents' ability to complete all training requirements on time and may also impact the start date of any categorical program that a TY resident Matches into.
- Except as required by state or local law, PTO does not carry over to the next academic year and residents will not be paid out for unused time.

V. REFERENCES – N/A

VI. APPENDIX / ATTACHMENTS – N/A

VII. ADMINISTRATIVE RESPONSIBILITY

Policies will go to GMEC for approval.