

## Summary of Leave Benefits

### Paid Leave per contract year:

- 3 weeks vacation minimum (up to the discretion of the Program Director)  
(1 week = 5 weekdays + 2 weekend days - cannot be carried over).
- 15 sick days for one's own illness (cannot be carried over).
- Up to 10 days of accrued sick time may be used for family member's serious health condition or for birth/adoption of a child. (maternity/paternity leave)
- 90 days for Medical Leave for own disability/illness, with MD letter (all paid sick time and vacation time must be used first).
- If program is extended, for any reason, no additional vacation time will be given for the program extension period.
- Administrative Leave without Prejudice
- Bereavement Leave

### Unpaid Leave per contract year:

- Personal Leave: (with Program Director's permission) No pay. No benefits.
- Personal Leave: (without Program Director's permission) - Termination of Employment.
- Family Leave: (with notification) - 12/16 weeks - Benefits continue for 12 weeks. All accrued sick time must be used first; accrued vacation time does not have to be used first.
- Emergency Leave: No pay, continued benefits
- J-1 Visa Holders: Extended leave cannot be taken if it will violate the regulations governing your J status.
- Long-Term Disability Claim: Up to an additional 90 days of benefits may be provided if letters from the resident and treating physician indicate the expectation of the resident's return to the program with approval from the Program Director. Resident will be charged for family members' coverage.
- Military Leave

All housestaff must report illness or injury prior to the start of assigned duties on each day of missing work unless other arrangements have been approved by the designated program official.

A physician's letter may be required for any absence due to illness. A physician's letter is mandatory after 5 missed work days due to illness or injury.