

Dermatology Residency Program – Time Away Policy
Also see: GME Time Away from Training Policy – effective 7/1/22

Explanations of types of time away:

- Vacation – 3 weeks/year – does not roll over (paid)
- CME – 5 days/year – does not roll over (paid)
 - Note: CME time away is at discretion of program; paid only for CME attendance (not paid for travel days)
- Flex days – 5 days/year – does not roll over (paid)
 - AKA: personal day. Used for sick days, mental health day, extended medical appts, bereavement for non-immediate family member
 - Note: Brief medical appointments (1-2 hrs. needed) that can be scheduled during administrative time do not count as time away.
 - Resident health is a priority, for any brief appointments that cannot be scheduled during administrative time, please work with program director.
- Family and Medical Leave of absence – 6 weeks (paid) can be used one time during residency. Must follow the leave of absence application process
 - Medical leave
 - Caregiver leave
 - Parental leave – new baby (birth or adoption) either parent – 2 weeks – (paid) runs concurrently with above FM leave
- FMLA Leave - up to 12 weeks (6 weeks paid under DH Family and Medical leave, 6 weeks unpaid FMLA).
- Bereavement - up to 1 week (paid)
 - Death in immediate family (parents/siblings/children/grandparents/grandkids)
 - Death of non-immediate family member – Flex or Vacation time needs to be used
- Interview days job/fellowship
 - No days required per GME/ACGME, this is at the discretion of the program
 - Dermatology will allow up to 5 days away for interviews, beyond that will need to use flex or vacation days

Unique Circumstance:

- Fellowships that start July 1st when the last scheduled day of training is after 7/1?
 - The program encourages residents to pursue additional fellowship training. In the event of an overlap, the PD will request from the board that the resident “term early” to start fellowship on 7/1. (Last day of residency will be 6/30). Residents cannot use terminal vacation during this overlapping period. They are not allowed to be employed at D-H and at the fellowship site simultaneously.
- Need to move to another city at end of training?
 - Residents are expected to work up until their final day of training based on their contract.
 - Dermatology policy - Residents may use up to 5 terminal vacation days. (This is not what “flex time” is for.) Vacation in the final two weeks of training is strongly discouraged by GME.
- COVID related illness or quarantine/isolation?
 - If the resident can work from home during the quarantine/isolation, then no absence needs to be logged.
 - If the resident is too sick to work, flex (sick/personal) days must be used.
- What impact does taking a leave have on eligibility to sit for boards certification?
 - To sit for Dermatology board exams a resident cannot have absence >8 weeks in one year or >16 weeks over 3 years.
 - Total absence = vacation + flex (sick/personal) + medical leave + bereavement + interviews
 - For residents in good standing: Up to 6 weeks may be excused at the discretion of the program director, in conjunction with CCC, for reasons that are generally accepted under FMLA (illness, maternity leave, family emergency, etc.)
 - <https://www.abderm.org/residents-and-fellows/residency-training/leave-of-absence-guidelines>