

Neonatal-Perinatal Fellowship Program Time Away Policy

Vacation Time

Each fellow will be allotted 20 days of paid vacation time per academic year. These can be grouped together or taken separately as desired by the fellow. All vacation time must be submitted in advance to the Program Director for approval. Approved days will be entered into Med Hub and Qgenda. Vacation days should be taken during fellow research time. Vacation time cannot occur during ICN service time, Maternal-Fetal Medicine rotation, or other elective time.

There is no rollover or accumulation of vacation days. All vacation days must be taken in the current training year; unused vacation time does not carry over to the following academic year.

[Resident and Fellow Benefits](#) | [Learn More](#) | [Residents & Fellows](#) | [DHMC and Clinics](#) (dartmouth-hitchcock.org)

Personal/Flex/Sick Days

Each fellow will be allotted 5 days of paid Flex Time or personal days per academic year. Flex Time is intended to assist fellows in dealing with brief and unexpected life and personal issues (such as illness, health needs or family emergencies). Flex Time is not intended to extend approved vacation time or holidays, to substitute for unapproved vacation time or holiday requests, to avoid work assignments (such as night or weekend shifts), or to replace the use of any other leave covered in this policy for which the fellow is eligible. Flex Time cannot be used in increments of less than one full day.

A fellow who wishes to use Flex Time must submit a written request to the Program Director. If the unexpected nature of the need for the Flex Time prevents the fellow from submitting a written request in advance, the fellow must submit a written request to designate the time missed as Flex Time as soon after the event as possible. The fellow is not required to reveal why they wish to use Flex Time; however, the fellow may voluntarily choose to share. The Program Director or designee will approve in writing all requests for the use of Flex Time unless a



request is not consistent with the intended purposes of Flex Time (see above) or the program cannot accommodate the time away due to patient care needs. If a Program Director or designee denies a fellow's request to use Flex Time, the Program Director or designee will notify the fellow in writing of the reason for the denial and will courtesy copy the GME office on that communication.

There is no rollover or accumulation of Flex Time. Unused Flex Time does not carry over to the following year.

Leave of Absence

Fellows during their training are permitted to take leaves of absences (LOA) for compelling reasons, including due to disability or medical leave, personal, bereavement, or military leave.

Fellows may be required to make up absent time based on the limit on missed time from training specified by the residency review committee (RRC) and/or the American Board of Pediatrics (ABP).

Please refer to the D-H GME Time Away From Training policy for specifics on eligibility and how to apply.

<https://gme.dartmouth-hitchcock.org/policies/time-away-from-training-policy>

Other

Any additional time away, including for conferences, CME, or other circumstances will be reviewed and determined at the discretion of the Program Director.

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