

## **Sleep Medicine Fellowship**

### **Time Away Policy**

The policies for sick leave, maternity or paternity leaves, bereavement leaves or any other leave that might be covered by FMLA legislation are found on the website <https://gme.dartmouth-hitchcock.org/policies/gme-policies>.

### **Explanations of Time Away Types**

- **Vacation Days** – 20 paid Vacation Days per academic year. Unused Vacation Days do not carry over to the following academic year nor are they reimbursed if not used.
  - Vacation in the final two weeks of training is strongly discouraged by GME, but may be approved at the discretion of the Program Director.
  - Requests for vacation are submitted via MedHub
  - Fellows should avoid vacation during the following times:
    - Fellowship program interview days.
    - The day of the Program Evaluation Committee (PEC) meeting. All fellows are part of the PEC.
    - Orientation
- **CME (Conference) Days** – 3 paid CME (Conference) Days/year to attend the ASSM Annual Meeting– does not roll over
  - Requests for CME (Conference) Days are submitted via MedHub
- **Flex Days** – 5 paid Flex Days per academic year. Unused Flex Days do not carry over to the following academic year, nor are they reimbursed if not used. Flex days are intended to assist a Fellow in dealing with brief and unexpected life and personal issues (such as health or family emergencies). Flex days are not intended to extend vacation time or holidays, to substitute for unapproved vacation time or holiday requests or to replace the use of any other leave covered in this policy.
  - Flex Days are similar to a personal day and may be used for events like sick days, mental health days, extended medical appts, bereavement for a non-immediate family member, urgent appointments.
    - Note: Brief medical appointments (1-2 hrs. needed) that can be scheduled during administrative time do not count as time away. If you need to miss >2 hours, that would count as a flex day.
      - Fellow health is a priority. For any brief appointments that cannot be scheduled during administrative time, please work with the Program Director.
- **Family and Medical Leave of Absence** – Please see the GME Time Away from Training Policy located here: [Time Away from Training Policy](#) for details about:
  - Paid Medical, Parental and Caregiver Leave

- Family and Medical Leave Act (FMLA) Leave
- Parental leave – new baby (birth or adoption) either parent
- Military Leave
- Personal Leave
- Bereavement
- Other type of leave

Completion and approval of the GME Leave of Absence (LOA) Request form is required.

- **Interview days for job or fellowship**

- Flex Days or Vacation days may be used for job or fellowship interviews. Please give the program as much notice as possible.

### **Advance Notice Required**

Vacation and CME Days must be submitted at least 90-days in advance. Requests for Vacation or CME Days that are received less than 90-days in advance may not be honored, except in cases of emergency.

A 30-day notice for any flex days is requested, if possible. We recognize that some circumstances arise in an unexpected fashion and that advance notice is not always possible.

### **Requesting Planned Time Away**

Requests for vacation, Flex (sick/personal), and CME (Conference) Days must be made via a MedHub. The MedHub request goes to the Program Director and Program Coordinator automatically for approval. The Program Coordinator will notify support staff to update fellow clinic schedules.

### **Urgent Time Away Notification**

If you are out urgently, please notify the following people **as soon as possible via text:**

1. Program Director
2. Program Coordinator
3. Attending(s) you are working with during the time you are urgently out
4. Sleep Center Practice Manager