



SUBJECT Resident Paid Time Off	POLICY NUMBER 300.015	PAGE 1 of 2
SOURCE Academic Affairs – Administration	ORIGINATION OR LAST REVISION DATE 01/17/06	EFFECTIVE DATE 08/02/05

I. POLICY

It is the policy of SJHMC to recognize employee's needs for time away from work by providing benefits-eligible employees with paid time off (PTO) to use for activities such as taking care of personal business, vacations, leisure time, family needs, short term illnesses, doctor/dental appointments.

II. PROCEDURES

A. Residents will not be paid for any time taken off without submitting a "Request for Time Away from Service" form completed and approved by the program director prior to taking time off.

B. **All** time away from service (vacation, conference, interviews, etc.) must be approved by the program director. All residents must complete the "Request for Time Away from Service" form for each period of time off; and appropriate signatures must be obtained. Forms may be obtained from the program. Upon completion, forms must be returned to the program coordinator for processing. Program specific and/or rotation specific restrictions may apply in terms of when time off can be scheduled.

C. PTO days **do not accrue** from year to year; and no PTO time will be paid upon termination.

D. If residents exceed their allotted time, they will be salary reduced.



REVISED	01/17/06
REVIEWED AND IN COMPLIANCE WITH:	DATE
ACGME	07/19/05
CHW	07/19/05
JCAHO	07/19/05
RISK/LEGAL	07/19/05
HUMAN RESOURCES	07/19/05

APPROVED BY	
POLICY/PROCEDURE COMMITTEE	07/19/05
GMEC COMMITTEE	08/02/05