

VACATION AND SICK TIME

Sick Time

When residents/fellows begin training at Maine Medical Center, they will have 10 days (80 hours) of paid sick time banked. At the start of the third postgraduate year and each year thereafter, residents/fellows will be banked an additional 5 days per year up to a maximum of 35 days. In the event of a catastrophic illness/injury during the first year of employment, an additional bank of 5 days would be available for use, with program director approval.

Vacation

Each resident/fellow physician may take up to 21 working days of vacation per year. These 21 days are banked at the start of a training year. All residents/fellows are encouraged to use all of their vacation each year. At the end of each academic year, residents/fellows may roll over up to 3 days of unused vacation, starting the following academic year with no more than 24 days. Any additional unused days are forfeited. In the event the resident's/fellow's contract is extended for a period of more than 2 months in their final year of training, but less than 12, vacation time is prorated on a monthly basis.

Weekend days and Holidays which would ordinarily be days off and not scheduled as workdays for a particular resident/fellow, are not counted as vacation days that fall within this allotment. Time away from the program for Board exams is not counted as vacation time. A resident/fellow may take up to 5 days for post graduate interviews without using vacation time. Any time beyond that is counted as vacation time, unless approved by the program director. (Time away for conferences, please see *Conference Attendance Policy*.)

Adequate notification of the department through which the resident/fellow is rotating and the resident's/fellow's parent department for the purpose of having requested vacation time approved is mandatory so that adequate coverage arrangements can be made. The Department has the prerogative to schedule a resident's vacation time. Approval of vacation time must be predicated on availability of adequate coverage and will be in accordance with departmental regulation. There is no annual personal day for residents/fellows.

This Vacation and Sick Time policy for residents/fellows supercedes the PTO policy in the MMC HR Policy and Procedure manual.

Allowed days away from a program may vary depending on the RRC requirements.

Approved by GME Committee, 3/13/95

Revised by GME Committee, 3/17/97, 11/5/97, 1/14/02, 6/10/02, 3/25/2008, 6/24/2010, 12/1/10, 9/16/11

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