



Lexington Medical Center  
Graduate Medical Education Policy  
Policy # LMC.GME.10

ACGME Req Reference: VI.F.2  
Effective: 7/1/2022  
Last Revised: 05/03/2022

## **Vacation and Sick Paid Time Off (PTO) Policy for Graduate Medical Education at Lexington Medical Center**

### **Purpose:**

The purpose of this policy is to ensure that residents/fellows at LMC have reasonable opportunities for rest and personal well-being. This policy is aligned with the most up to date ACGME Institutional and Common Program Requirements.

### **Scope:**

This policy applies to all Lexington Medical Center residents/fellows.

### **Background:**

Balancing life and work roles requires understanding priorities and engaging in effective planning and organizing of one's time. This includes being purposeful about setting vacation time aside to refresh and reset. Clear communication and planning help to align personal and organizational balance.

**Policy:** "Paid Time Off" refers to the time taken for vacation and sick days. Residents are provided a maximum of twenty (20) working days (defined as Monday-Friday) per year.

- I. When requesting vacation, include all the days you wish to be absent; otherwise, it is assumed you are available to participate in educational or work-related duties. General guidelines for planning vacation include:
  - a. Planned vacation must be submitted in advance within individual residency program requirements.
  - b. Vacation cannot be planned in the last week of June nor in the first week of July.
  - c. Vacation is limited to 7 days maximum per block and cannot exceed 50 percent of rotation time.
  - d. Residents are encouraged to submit requests early. Residents are strongly encouraged to plan for interviews in their final year of residency.
  - e. No requests for PTO will be entertained unless submitted on the PTO request form.
  - f. A request for PTO is not a guarantee of approval. Therefore, residents are advised not to make arrangements for travel or otherwise, solely on the basis of a submission.
  - g. Unused PTO will not be paid at year end or as a terminal benefit.
- II. Logistics:
  - a. Resident request forms for PTO are available electronically on [lexie.lmc.lexhealth.org](http://lexie.lmc.lexhealth.org).
  - b. Forms must be completed personally and submitted to the Program Manager. The Program Manager will verify the amount of PTO available, and ensure there are no scheduling conflicts.
- III. Cancellations:
  - a. If a resident needs to cancel a previously approved vacation, they may request such a change, through a PTO Change Request Form, also submitted electronically to the Residency Manager.



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- b. Once the original time is cancelled, the resident may reapply for vacation, subject to the same terms as previously stated under the guidelines for scheduling vacations.

IV. Sick Days:

- a. Sick days are included in PTO.
- b. All medical absences are to be reported to the residency program office.
- c. If a resident is absent from the program due to medical reasons for greater than 3 calendar days, permission to return to work is required from Employee Health. Failure to provide this information may jeopardize academic credit for their rotation.
- d. By the fourth day, the provider for STD (Short Term Disability) and FMLA (Family Medical Leave Act) must be contacted.
- e. A resident may be granted special medical leave based on significant medical illness, trauma, pregnancy, etc., at the discretion of the Program Director. In such instances, the residents are to refer to the policy on Leaves of Absence.