



Tufts Medical Center -(GME)	Subject: Sick Days and Leave Of Absence	File Under: Policy # GME 106
Issuing Department: Graduate Medical Education		Latest Revision Date: May, 2012 Latest Review Date: January, 2016
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INTRODUCTION:

This Policy establishes hospital-wide sick day standards for all House Officers (interns, residents and clinical fellows, hereinafter “Trainees”) appointed to GME programs sponsored by the Tufts Medical Center Hospitals, Inc. (d/b/a Tufts Medical Center).

The Tufts Medical Center Policy on [Leave of Absence](#) (Human Resources Policy, #F1) shall be applicable to all Trainees.

The sick day benefits described in this Policy relate to absences from work due to non-work-related illness or injury. Trainees absent from work due to work-related illness of injury are eligible for benefits under [Worker’s Compensation](#) (see Tufts Medical Center Human Resources Policy, #D8).

SICK DAYS:

- A. Annual Accrual. On an annual basis, ordinarily commencing July 1st, each Trainee shall earn twelve (12) paid sick days, accruing one (1) sick day per month during the program year. Trainees may use sick days in advance of accrual only with specific approval by the Program Director.

Unused, accrued sick days may be carried over from one appointment year to the next, up to a limit of 36 days, to allow for continued pay during a period of serious illness or injury.

B. Prompt Notification and Appropriate Use of Sick Days.

1. Trainees must notify their Program Director or designee of any unplanned absence at least two (2) hours prior to the start of their scheduled shift.
2. Sick days may not be used to provide paid personal time off for a Trainee (see [GME Vacation and Personal Days Policy](#)).
3. Sick days are granted for use when the Trainee is ill or injured and is unable to work, or when the trainee's condition poses a health hazard to patients and/or other staff. However, at times the illness or injury of a family member may require the Trainee to be away from work to attend to the family member's needs. A Trainee is permitted to use accrued sick time for the care of the Trainee's spouse, parent, or dependent child under the age of 18 (or an adult child who is 18 years of age or older and incapable of self-care because of a mental or physical disability), not to exceed 50% of the Trainee's annual accrual of sick time.
4. Trainees who misuse sick days may be subject to disciplinary action in accordance with the provisions of the GME policy "[Discipline and Dismissal of House Officers and Appeals Process](#)."

C. Termination of Appointment. Upon the Trainee's completion or termination of appointment, any unused accrued sick days are not reimbursable.

LEAVES OF ABSENCE:

- A. Trainees absent from work due to their own serious medical condition of the serious medical condition of the Trainee's spouse, dependent child, or parent, may be eligible for job-protected leave under the Family and Medical Leave Act (FMLA), or other state or federally mandated leaves, if eligibility requirements are met (refer to [Leave of Absence Policy](#), Human Resources Policy Manual, #F1).

A trainee who anticipates an absence due to illness or injury which shall exceed two weeks, must apply for leave under the Medical Center's [Leave of Absence Policy](#). Leaves may be requested for shorter periods of absence if

the Trainee qualifies for such Leave under the Family and Medical Leave Act, or other state or federally mandated leave.

B. Bereavement Leave.

A Trainee may take up to 3 days of paid bereavement leave for the death of an immediate family member. For purposes of bereavement leave only immediate family member shall include the trainee's parent, spouse/significant other, sister, brother, child, grandparent or grandchild. The relationships are inclusive of in-laws and step-relations.

Bereavement days must be taken within a period of seven consecutive calendar days beginning with the date of death of the relative. Additional unpaid time off requires the approval of the appropriate program director and is subject to the provisions of the paragraph below (Effect of Leave of Absence on Training Program Completion).

The trainee must notify their Program Director if s/he will be absent due to the death of immediate family. Notification must be made as soon as possible, but no later than 1 hour prior to the start of their shift.

EFFECT OF ABSENCES AND LEAVE OF ABSENCE ON TRAINING PROGRAM COMPLETION:

Neither the Hospital nor its program directors can guarantee that a trainee will be able to complete their training program as it was originally scheduled if that training is interrupted by absences due to sick leave, bereavement, or other personal situations or in cases where a Trainee is on an approved Leave of Absence.

The particular Board certification specialty or subspecialty requirements, and/or the requirements of the Hospital and any particular training program requirements may necessitate a trainee extend their appointment to make up for time lost from the training program while on leave. These situations are covered in the [GME policy "Extension of Training Program."](#)

RESPONSIBILITY OF:

Graduate Medical Education

Author:

Graduate Medical Education Committee

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