

West Virginia University School of Public Health
Graduate Medical Education Policy on Vacation and Leave of Absence
(IR IV.G.1-2)

West Virginia University (WVU) School of Public Health Preventive Medicine Residency Training Programs shall seek to provide its residents with appropriate time off to ensure the trainee's well-being and to comply with the Accreditation Council for Graduate Medical Education (ACGME) requirements. All time off shall be granted according to this policy.

Vacation:

Each resident will accrue 15 hours (2 days) per month of annual leave (vacation). Annual leave must be accrued prior to using it and must be requested and approved in advance. Usage of this time is governed by operational needs of the department. The amount of time that can be missed on any one rotation is limited by the educational goals of the rotation. Only one full week of annual leave time may be used in any one calendar month. A resident does not have the option of reducing the time required for the residency by forgoing annual leave. One week of vacation time will be granted in June, of the second year, for preparation to move. The Program Manager will review monthly resident leave time to assure that requirements are met.

There may also be additional leave time available for military leave, jury duty, parental leave, family medical leave, etc. For more detailed information, please refer to the WVU Human Resources website at <http://employeerelations.hr.wvu.edu/wvu-policies-procedures/hr-policies-procedures-guidelines-information>.

Sick Leave

Each resident will accrue 1.5 days per month of sick leave. Sick leave may be used when ill or injured, when in need of medical attention, or when death occurs in the immediate family.

The resident must notify his/her supervisor and Program Manager prior to the beginning of his/her shift (unless not feasible due to hospitalization, etc.) or immediately if he/she becomes ill or unable to work for any reason while at work.

Leaves of Absence

A leave of absence is defined as the interval when all accumulated vacation and/or sick time has been exhausted. Such leave is granted at the discretion of the Program Director and, if approved, is reported to the Program Manager. Exclusive of Family and Medical Leave, a leave of absence longer than thirty days must be approved by the Graduate Medical Education Committee (GMEC).

The Program Director will notify the resident in writing if extended leaves for any reason may result in an extension of the original training period required by the American Board of Preventive Medicine requirements. The WVU School of Public Health is not responsible for providing additional training time and, in fact, may not be able to do so without requesting permission from ACGME, which permission may or may not be granted. The granting of permission by ACGME is beyond the control of WVU School of Public Health.

If the resident has further questions, he/she may contact WVU Division of Human Resources – Employee Relations at 293-5700.

Approved by GMEC February 5, 2016
Revised and Approved by GMEC July 17, 2018