POLICY on VACATION AND LEAVE OF ABSENCE

1. Montefiore Medical Center (MMC) and Jacobi Medical Center (JMC), as the employers of residents in the programs sponsored by the Albert Einstein College of Medicine have established employment policies pertaining to Vacation and Leave of Absence (LOA).

2. Each Program shall define the effects of LOA, for any reason, on satisfying the criteria for completion of the program.
   a. The criteria established by each program should be consistent with criteria promulgated by the certifying Board in that specialty.
   b. Notification of the effects of LOA on satisfying requirements for completion of training should be provided to each resident entering the program.
   c. A copy of the information on the effects of LOA should be filed with the Office of GME.

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*N.B. The Albert Einstein College of Medicine serves as the ACGME-accredited Institutional Sponsor for residency programs based in Montefiore Medical Center (MMC) and in Jacobi Medical Center (JMC). As required by the ACGME, the Committee on Graduate Medical Education of the Albert Einstein College of Medicine has established written policies pertaining to the academic aspects of GME. Residents are the employees of either MMC or JMC. These academic policies are intended to be coordinated with the employment policies of MMC and JMC that relate to the same matter. Responsibility for all employment-related decisions remains with JMC or MMC.*
Residents are eligible for Leave of Absence for appropriate reasons as stated in their contractual agreements with Montefiore Medical Center or Jacobi Medical Center.

Because leave time takes residents out of their training experiences, it reduces their opportunities for learning and experience. Based on the requirements of the ________________ (Board or College that has established the certification requirements) the AECOM residency program in (name of the specialty) ________________ has established the following policy with respect to the impact of LOA on eligibility for completion of training.

Residents will be permitted to be absent from the program on Leave of Absence for a maximum of ________ weeks in any training year, without impact on the anticipated date of completion of training. Absence of more than this duration, even if for LOA approved under the terms of the resident’s employment contract shall require additional time in training.

In planning for LOA, it is the responsibility of the resident to speak with the Program Director to determine whether training time will be extended. It is the responsibility of the Program Director and/or Department Chair to make arrangements to accommodate the resident for any additional training time that may be required as the result of approved LOA.