



**Policy Title # 011.005 Resident/Fellow Vacation and Leaves of Absence**

<b>INITIAL EFFECTIVE DATE:</b> 7/1/2026	<b>LAST REVISION DATE:</b> 12/18/2025	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b> Graduate Medical Education
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**PURPOSE**

Florida International University (FIU) has adopted this policy to address resident/fellow vacation and other leave(s) in compliance with Accreditation Council of Graduate Medical Education (ACGME) Institutional Requirements, specifically Section 4.8 (4.8a - 4.8g) Vacation and Leaves of Absence, and applicable federal and state laws.

This policy ensures that all FIU residents and fellows receive appropriate paid time off, and continuation of health insurance during approved absences while maintaining compliance with specialty board certification requirements.

**BACKGROUND**

FIU and the ACGME entitle resident/fellows to leave with pay throughout the duration of their contract. The maximum time a resident/fellow can be away from a program in any given academic year is determined by the requirements of the relevant specialty board. **Program Directors will create program-specific policies consistent with this institutional policy.**

**POLICY**

All residents/fellows are entitled to the following leave benefits:

1. **Vacation:** Each program will provide 15 weekdays of vacation.
2. **Sick leave:** each program will provide 10 workdays of sick leave
3. Residents/fellows are entitled to 5 weekdays per academic year designated for well-being, Continuing Medical Education (CME), and any other leave types determined by programs. Use of these days must be approved in advance by the Program Director.
4. ACGME Medical, Parental and Caregiver Leave: One -time Up to 6 weeks during the duration of the program.
5. **Benefits Continuation:** While residents/fellows are on paid leave under the university FMLA, Parental and Medical Leave (Policy 1710.145), the University will continue to pay the matching portion of the employee’s health and basic state life insurance premiums. While on approved medical leave of absence without pay under said policy, the University will continue to pay up to six (6) months of the State’s contribution



portion for health insurance premiums so long as the employee pays his/her portion of the premiums.

Table 1

Leave Type	Duration	Payment Status
Vacation	15 weekdays per year; unused leave will not be carried forward.	PAID
Sick Leave	10 workdays per year, Will not carry forward.	PAID
Other/Unassigned Days	5 workdays per year for other leave types (well-being, CME, etc.) Will not carry forward.	PAID
ACGME Medical, Parental and Caregiver Leave	Up to 6 weeks, once during the training period, Approval after PD reviews details with the DIO.	PAID

**\*The Vacation, Sick leave, and Unassigned leave time will be available on the first day of each contract year; the balance will be forfeited on the last day of each contract year.**

**ACGME Medical, Parental and Caregiver Leave**

Minimum of six (6) weeks of paid medical, parental, or caregiver leave available during the duration of training. (note: FIU GME is approving up to 6 weeks)

**ACGME Reserved Week**

Only one (1) paid week of vacation is available in the year when using the first approved six-week medical, parental and caregiver leave taken.

**Decision Method: PD discussion with resident/fellow about circumstances and duration of leave; PD advises the best possible strategy.**

- Resident/fellows take the established vacation and sick leave balances.
- If resident/fellow chooses to use the ACGME caregiver-leave, then they get one-week vacation in that year, in addition to the six weeks if used.
- Medical, Parental, and Caregiver leave, along with other special categories of leave, require discussion and coordination with the Program Director and Human Resources prior to approval.
- Any leave time beyond the above recommended and approved will be unpaid.
- Program Director informs the resident/fellow about potential need for extension of training irrespective of the type or duration of leave taken.
- PD reviews the details with the DIO before final approval, then communicate to HR and is documented in the trainees HR portal timesheet.



### **Specialty Board Requirements**

The maximum time away from training without requiring extension varies by specialty board. Program Directors and residents/fellows must be familiar with their specific board requirements.

Specialty board requirements are subject to change. Program Directors should verify current requirements annually and update program-specific policies accordingly.

### **Leave Management Principles**

The Program Director, in collaboration with Human Resources, evaluates and recommends the appropriate leave type. The Program Director will also provide guidance on the duration of leave and any possible extension of training based on the resident/fellow's satisfactory completion of required training and curriculum experience necessary for independent licensure eligibility and specialty board requirements.

**Fellowship Eligibility:** A fellow may be eligible for the one-time ACGME Medical, Parental and Caregiver 6-week paid leave during their residency program and again if they subsequently enter another ACGME-accredited program within FIU (such as a fellowship).

### **Special Category Leave Types**

Military Leave ([FIU Policy 1710.200](#))

Military Leave falls under the Uniformed Services Employment & Reemployment Rights Act of 1994 (USERRA) and Florida state law. FIU complies with all military leave and USERRA provisions as required by law.

Jury Duty ([FIU Policy 1710.165](#))

### **No Vacation Days**

Certain days in the academic year are designated as "blackout dates" during which residents/fellows are not permitted to request vacation time. This ensures all residents/fellows are available on-site for important program activities that cannot be rescheduled.

Programs may specify additional days and/or rotations within which absences are not permitted in their program-specific policies.



All leave requests must be submitted and/or recorded through the Residency Management Software/system (RMS), now New Innovations. Resident/fellow vacation balances will be audited through this software. For ACGME Medical, Parental and Caregiver Leave, the resident/fellow will need to complete the Online Leave of Absence (LOA) Request form at [myhr.fiu.edu](http://myhr.fiu.edu). Most leave types will require additional documentation to be submitted to FIU HR Leaves ([hrleaves@fiu.edu](mailto:hrleaves@fiu.edu)).

If leave taken exceeds that allowed by the program and specialty board requirements, the resident/fellow may be required to extend their training to fulfill board requirements. Time lost from residency or fellowship training must be made up according to specifications of the ACGME program specific requirements, the specialty board and at the discretion of the Program Director.

### **General Leave Request Process**

1. Resident/fellows are required to notify the Program Administrator, Program Director, and personnel associated with scheduling in writing of all leave requests to determine eligibility.
  - a. The following rules apply for all leave requests:
  - b. Leave may not be taken during dates that are blocked on the schedule (see "No Vacation Days" section above)
  - c. Resident/fellows must obtain prior approval in writing from the Program Director, including all coverage arrangements, prior to presenting their vacation request to the Program Administrator
  - d. Any changes to vacations previously scheduled require approval from the Program Director and must be made a minimum of 8 weeks before the start of the earliest affected rotation.
  - e. Leaves will be granted and charged in one-day increments for each workday of leave requested and approved.
2. Final approval of vacation requests and all requests for leave for any purpose are at the discretion of the Program Director
3. Hospital holidays are counted as part of the yearly training of residents/fellows. Resident/fellows will receive regular pay (versus holiday pay) for holidays. If on call during a holiday, residents/fellows must complete their duty. Resident/fellows who are not on call or not required to be at work may have the day off at the discretion of the Program Director.
4. A holiday schedule may be enforced by the Program Director and must be adhered to. Every effort will be made to ensure fair and equitable allocation of days off for holidays over the course of the training period.

### **FMLA, Parental, and Medical Leave [FIU Policy 1710.145](#)**

FMLA, Parental, and Caregiver Medical leave, the resident/fellow must provide 30-days advance notice in writing to Human Resources when the event is foreseeable. Discuss with the program director if the leave extends the training period.



The University requires employees to provide medical certification to support a medical absence of four (4) or more days.

**Sick Leave Procedures**

FIU supports positive health behaviors in its residents/fellows. Residents/fellows are expected to obtain a primary care provider and follow a lifestyle that promotes healthy behavior.

Unexcused or excessive sick time beyond the period allotted must be made up at the end of the residency training period without additional pay.

The Program Director, Program Administrator, and personnel associated with scheduling must be notified of any sick days.

- a) The leave must be documented through New Innovations as soon as possible following an unplanned absence from work. If illness precludes work for three or more consecutive days, a physician note may be requested before a resident/fellow will be allowed to return to the program.
- b) Failure to notify program leadership or supervising physician will result in disciplinary action by the Program Director.
- c) Residents/Fellows may not use sick leave in their last two weeks of the final year without a documented medical event.
- d) Residents/Fellows using sick leave do not have to pay back.
- e) Residents/Fellows calling in sick the Monday after a vacation week or the Friday before a vacation week, without a documented medical event may be subject to professional disciplinary proceedings.
- f) If a resident/fellow calls in sick for 3 or more days in a row, a physician’s note will be required.

<b>DEFINITIONS</b>	
<b>TERM</b>	<b>DEFINITIONS</b>
Academic Year/Training Year:	The period from July 1 through June 30 of each calendar year. However, for certain fellowships it’s the period from August 1 - July 31 of each calendar year.
Covered Active Duty:	(a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.



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Covered Service Member:	a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness: or (b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
Immediate Family:	Spouse, parent (including stepparents), children (including foster or stepchildren, and children under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability), brother and sister (including stepbrother and stepsister), grandparents (including step-grandparents) and grandchildren (including step-grandchildren).
Vacation	Any paid time off outside of sick leave and other leave types.

## ROLES AND RESPONSIBILITIES

DIO, Graduate Medical Education

## RELATED POLICIES

[FIU Policy 1710.165](#) (Jury Duty and Court Appearances)  
[FIU Policy 1710.145](#) (FMLA, Parental, and Medical Leave)  
[FIU Policy 1710.200](#) (Military Leave)  
 ACGME Institutional Requirements Section 4.8 (4.8a - 4.8g)  
 Applicable Specialty Board Policies (ABFM, ABIM, ABS, ABPN, ABR, ABU, ABOS, etc.)

## CONTACTS

DIO, Graduate Medical Education

HISTORY		
Author:	Sophia Isoff	10/17/2025
Revised:	Sophia Isoff	11/21/2025
DIO Review:	Sudhagar Thangarasu, MD, DIO	11/6/2025; 12/16/2025