

**LEHIGH VALLEY HEALTH NETWORK  
GRADUATE TRAINING AGREEMENT  
APPENDIX 1 - HOSPITAL COMPENSATION AND BENEFITS**

**1. Stipend**

1.1 For the term of this appointment, the Graduate Trainee's **annualized stipend of \$ \_\_\_\_\_** shall be payable bi-weekly in equal installments.

**2. Paid Time Off (PTO), Sick Time, Leaves Of Absence**

2.1 All Paid Time Off (PTO) must be approved by the Program Director, or designee, and is granted in accordance with the residency program's PTO policy. PTO is not cumulative and must be taken within the time frame of this agreement. Unused PTO will not be reimbursed nor carried over from year to year. For program-specific PTO allowances, graduate trainees should refer to their residency program's policy manual.

2.2 Twelve (12) days of sick time without loss of stipend in each year, which can be accumulated to a maximum of eighty-four (84) days at full stipend. Unused sick time will not be compensated.

2.3 Leave of absences (i.e., parental, family and sick) can be granted in accordance with LVHN policies. (See Policy No. 2005.20, 2005.21, 2005.22)

2.4 For successful completion of residency requirements, all time off must be in accordance with the certifying Board. (See "Effect of Leave" Policy No. 2005.15.)

2.5 Personal and Professional Leave – a personal or professional leave may be granted to a resident upon review of the circumstances by the Program Director. All eligible Paid Time Off (PTO) for that year must be used during this period. The personal or professional leave not covered by PTO is without pay. (See Policy No. 2005.20 and 2005.21)

**3. Insurance Benefits**

3.1. Health and Dental Insurance shall be provided for the Graduate Trainee, spouse, and eligible children in accordance with LVHN policies.

3.2. Professional liability insurance in accordance with Pennsylvania Law, Act III as amended by Act 135, shall be provided to the Graduate Trainee, to be renewed on an annual basis, directly related to the training program. A copy of their certificate of insurance will be on file in the Department of Risk Management. Outside activities (i.e., moonlighting) must be approved by the Program Director and LVHN will not provide professional liability insurance for these activities. For specific policy information, refer to "Professional Liability Insurance" Policy No. 2005.14.

3.3. Term life insurance equal to twice the annual stipend; short term disability with 60% of base pay from the 31st calendar day of disability and long-term disability with 60% of base pay from the 181st calendar day of disability insurance in accordance with LVHN policies. See HR Summary on Description of Short and Long Term Disability Plan.

**4. Provisions For On-Call Duty Hours**

4.1. During the on-call duty hours in-house at LVHN, meals/meal allotments will be subsidized, living quarters will be provided, and laundry facilities available in accordance with the requirements of the Accreditation Council for Graduate Medical Education and/or the American Osteopathic Association or the American Dental Association.

**5. Continuing Education Funds**

5.1. Graduate Trainees are provided an annual amount of \$1,500 in Continuing Education Funds for approved expenses. Up to \$500 of the \$1,500 annual total may be used for technology and durable medical equipment purchases. Per the Continuing Education Funds for Graduate Trainees policy, educational technology and durable medical equipment payment dollars are subject to all applicable federal, state, and local income taxes and consistent with IRS regulations. Travel to scientific meetings shall be in accordance with LVHN policy and at the discretion of the program director. Every Graduate Trainee shall be allowed one (1) conference during their residency, not to exceed five (5) days including travel, and be reimbursed up to \$1,500, as approved by the program director.

5.2. Additional conferences and funding shall be granted at the discretion of the program director. The appropriate request form must be completed and approved prior to the conference in accordance with LVHN policy. Reimbursement will be given per LVHN's Business Travel and Entertainment policy.

**6. Additional Benefits**

6.1. Employee Assistance Program (EAP) is available for up to five (5) free counseling sessions which includes both employee and their dependents per year. The EAP provides guidance to the resident to help address problems including personal, financial, addictions, marital/family disorders and divorce and to provide medical and psychological support.

6.2. Adjudication of resident complaints and grievances related to the work environment or issues related to the program or faculty may be addressed using the Institutional Guidelines for Evaluation, Promotion, Remediation, and Discipline. For specific policy information, please refer to Appendix II of the Graduate Training Agreement (except for those areas covered under the Institutional Guidelines for Resident Fair Hearing Process found as Appendix III of the Graduate Training Agreement.)

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