

**LEHIGH VALLEY HEALTH NETWORK
(System or Department) Manual**

Graduate Medical Education Policy: Paid Time Off (PTO), Sick Time, and Family and Medical Leave

SCOPE:

Lehigh Valley Health Network (LVHN) adopts this policy for the following selected licensed entities:

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| <input checked="" type="checkbox"/> Lehigh Valley Hospital | <input checked="" type="checkbox"/> LVHN Surgery Center – Tilghman |
| <input checked="" type="checkbox"/> Lehigh Valley Hospital – Dickson City | <input checked="" type="checkbox"/> Transitional Skilled Unit |
| <input checked="" type="checkbox"/> Lehigh Valley Hospital – Hazleton | <input checked="" type="checkbox"/> Lehigh Valley Home Care |
| <input checked="" type="checkbox"/> Lehigh Valley Hospital – Pocono | <input checked="" type="checkbox"/> Lehigh Valley Hospice |
| <input checked="" type="checkbox"/> Lehigh Valley Hospital – Schuylkill | <input checked="" type="checkbox"/> Lehigh Valley Home Care – Schuylkill |
| <input checked="" type="checkbox"/> LVHN Children’s Surgery Center | <input checked="" type="checkbox"/> Lehigh Valley Home Care – Hazleton |

Medical and Dental Resident and Fellows Physicians

All ACGME and CODA approved postgraduate training programs at Lehigh Valley Health Network.

LINKS TO ATTACHMENTS: N/A

LIST OF ASSOCIATED FORMS: N/A

DISCLAIMER:

This policy and the implementing procedures are intended to provide a description of recommended courses of action to comply with statutory or regulatory requirements and/or operational standards. It is recognized that there may be specific circumstances, not contemplated by laws or regulatory requirements that make compliance inappropriate. For advice in these circumstances, consult with the Departments of Risk Management and/or Legal Services, as appropriate.

REVIEW:

Origination: mm / yyyy
Review / Revision: mm / yyyy, mm / yyyy

Approved by: Joseph Patruno (Physician)	Approval Date: 04/16/2025
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I. POLICY:

A. Paid Time Off (PTO) and Continuing Education Time

Trainees are entitled to 15 days of paid time off (PTO) annually. Additional days off (eg. PTO, personal days, wellness days) may be provided at the discretion of each program. 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.

Every Graduate Trainee shall be allowed at least one (1) conference during their residency, not to exceed five (5) days including travel, as approved by the program director. Additional conference time may be allowed at the discretion of the program once again delineated in residency program's policy manual. Travel to scientific meetings shall be in accordance with LVH policy and at the discretion of the program director.

B. Sick Time

Twelve (12) days of paid sick time each year, which can be accumulated to a maximum of eighty-four (84) paid days. Unused sick time will not be compensated.

C. Family Medical Leave of Absence (FMLA) and Leave of Absence (LOA)

Leave of absences i.e., Family Medical Leave of Absence (FMLA) and Leave of Absence (LOA) will be granted in accordance with LVHN policies. *FMLA- Human Resources Policy (Attachment A)* and *LOA - Human Resources Policy (Attachment C)*. Qualifying leaves of absence will comply with ACGME requirements. related to leaves of absence, including Institutional Requirement IV.H.1. which provides Graduate Trainees with:

1. A minimum of six (6) weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during the ACGME-accredited program(s), starting the day the resident/fellow is required to report;
2. At least the equivalent of 100 percent of their salary for the first six (6) weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.
3. A minimum of one (1) week of paid time off reserved for use outside of the first six (6) weeks of the first approved medical, parental, or caregiver leave(s) of absence taken;
4. Continuation of health and disability insurance benefits for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence.
5. The process for applying for leaves of absence is set forth in the LVH's applicable leave policies and provided for in the Frequently Asked Questions for residents and fellows which is available upon request.
6. Graduate Trainee understands that a leave of absence may impact the satisfactory completion of a program, depending on the nature of the program. LVH will provide information to Graduate Trainee on the potential impact a leave will have on the satisfactory completion of a program or other criteria.

II. DEFINITIONS:

ACGME – Accreditation Council for Graduate Medical Education

LVH – Lehigh Valley Hospital

FMLA – Family Medical Leave of Absence

III. PROCEDURE:

A. Requesting a FMLA Leave Entitlement:

1. An eligible employee is entitled to a total of twelve (12) workweeks of leave during each Leave Year in the event of one or more of the following:
 - a) Birth, adoption or placement for foster care of a child of the employee and to care for such child. Leave must be completed during the twelve (12) month period following the birth or placement. Spouses employed by LVHN and who are both eligible for FMLA leave will be entitled to a combined twelve (12) week leave for the adoption, placement of a child for foster care, or to care for a newborn child. FMLA applies equally to male and female employees. FMLA leave may be taken before the actual birth of a child for prenatal care or if the mother's condition prevents her from working. FMLA leave also may be taken before the actual placement or adoption of a child if the employee's absence from work is required for the adoption or placement to proceed.
 - b) Serious Health Condition of a qualifying family member, i.e., spouse, son, daughter, step-child, parent or step-parent of the employee, if the employee is needed to care for such family member. Spouses employed by LVHN and who are both eligible for FMLA leave will be entitled to a combined twelve (12) week leave to care for the employee's parent with a serious health condition.
 - c) Serious Health Condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job.
 - d) Any leave taken under one or more of these circumstances will be counted against the employee's total entitlement for that Leave Year. If the initial period of approved FMLA leave proves insufficient, consideration will be given to a request for an extension. Unused leave will be forfeited at the end of a Leave Year.
2. An eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Service Member is entitled to up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period to care for that service member with a serious illness or injury; Caregiver Leave. If the eligible employee does not take all twenty-six (26) workweeks of leave to care for a Covered Service Member during this single, twelve (12) month period, any remaining caregiver leave is forfeited. Spouses employed by LVHN and who are both eligible for FMLA leave will be entitled to a combined total of twenty-six (26) weeks of leave during the single twelve (12) month period to care for a Covered Service Member with a serious illness or Injury.
3. An eligible employee whose spouse, son, daughter, or parent is a Covered Military FMLA PAGE 7 OF 11 Member on covered active duty (or has been notified of an impending call or order to covered active duty) may take up to twelve (12) weeks of unpaid leave for Qualifying Exigencies. In the case of "rest and recuperation," however, an eligible employee may take up to five (5) days of leave (as opposed to twelve (12) consecutive weeks) for each instance of "rest and recuperation" to spend time with a Covered Military Member who is on short-term, temporary, rest and recuperation leave during the period of deployment. And, in the case of "short-notice deployment," an eligible employee may take up to seven (7) calendar days beginning on the date a covered military member is notified of an impending call or order to covered active duty.
4. An eligible employee may only take up to a combined total of twenty-six (26) weeks for Covered Service Member leave and any other FMLA- qualifying event in a twelve (12) month period. (Ex.,

an employee may take ten (10) weeks of leave to care for a newborn child and sixteen (16) weeks of leave to care for a Covered Service Member}.

5. An eligible employee may only take up' to a combined total of twelve (12) weeks of leave for Qualifying Exigency leave and any other FMLA- qualifying event that is limited to twelve (12) weeks of leave in a twelve (12) month period. (Ex., an employee may take eight (8) weeks of FMLA leave to care for a newborn child and up to four (4) additional weeks of leave for a qualifying exigency.

IV. REFERENCES:

- **REFERENCE A** – FAQs for Program Leaders and Residents/Fellows
- **REFERENCE B** – Family Medical Leave Act – Human Resource Policy
- **REFERENCE C** – Leave of Absence – Human Resource Policy

V. ATTACHMENTS: N/A