

**LANCASTER GENERAL HOSPITAL
ACGME POLICIES**

In Reference to ACGME Institutional Requirements – Effective July 1, 2022

IV.H. Vacation and Leaves of Absence

IV.H.1. Institutional GME Policies and Procedures: The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws. This policy must: (Core)

Process Name:	Resident/Fellow Vacation & Leave of Absence
Effective Date:	09/25/2023
Who is the policy’s expert(s):	Human Resources & Designated Institutional Official
Who is responsible for compliance:	Lancaster General Hospital ACGME GME Programs, Lancaster General Hospital Human Resources, & the LGH Designated Institutional Official
To Whom does the policy apply:	Residents/Fellows of all Lancaster General Hospital ACME accredited Graduate Medical Education programs
Process:	All residents/fellows employed by a Lancaster General Hospital ACGME accredited Graduate Medical Education program are provide GME-specific leave allowances, in addition to the standard vacation and leave allowances. The Lancaster General Hospital GME-specific leave policy appears below. All other vacation and leave allowances are also applicable to residents/fellows. (See related policies and documents.)
Related Policies and documents:	Penn Medicine Lancaster General Health Summary of Benefits (separate Resident and Fellow summaries, updated annually), SBC LGH Consumer Plan, SBC LGH Select Plan, Human Resources Benefits webpage Lancaster General Health (lghealthbenefits.com) , Penn Medicine Lancaster General Health Policy: Paid Time Bank and Holiday Hours Paid Time Bank and Holiday Hours , FM Residency Wellness Curriculum, FM Opt-Out Mental Health Guidelines and Opt-Out Mental Health Form, FM Medical Leave of Absence Procedure Policy

RESIDENT/FELLOW TRAINING PROGRAM – LEAVE PROCEDURES

Effective 7.1.20

Due to the unique nature of the Resident training program at Penn Medicine LG Health, Residents who are required to take continuous leave for the purposes of -

- the birth of a child(ren);
- placement for adoption of a child(ren);
- placement for foster care of a child(ren), including parental leave;
- for the Resident’s own serious health condition; or
- the serious health condition of a close family member*

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may be eligible for replacement income in the form of employer-provided benefits.

Residents may receive up to six weeks of paid leave in any rolling twelve-month period. For leaves extending beyond six weeks, the Resident will be required to use any accrued STD (Short Term Disability) hours.

*Note - STD hours may not be utilized for the purposes of caring for the serious health condition of a parent.

For Residents who exhaust the allowable six weeks of paid time plus any available STD hours, the remainder of the continuous leave period, up to a total of twelve weeks, may be paid with PTB hours or taken as unpaid hours. The choice of utilizing PTB hours versus taking unpaid time will be at the discretion of the individual resident. This preference must be communicated to the Program Manager no later than the time at which the STD hours are exhausted.

For Residents whose leave extends into the next academic year, Residents are required to use up to fifty percent of accrued but unused PTB hours towards any continued time off when STD balances have been exhausted.

Co-employed birth parents (only applies to those who are married) may take a combined total of twelve weeks for bonding with children or leave to care for a parent with a serious health condition. If co-employed birth parents are not married, each are entitled to a total of twelve weeks for bonding with children.

*Family member - as defined in the Penn Medicine LG Health Family and Personal Medical Leave policy.

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