Status **Active** PolicyStat ID **20091020**

Last Approved	Mar 2026
Effective	Mar 2026
Last Revised	Mar 2026
Next Review	Mar 2027

Owner	Christina Allen: Associate Vice President Clinical Practice and Aca
Area	Graduate Medical Education
References	GME – 2.60

Resident Vacation and Other Leave(s) of Absence

COPY

I. PURPOSE:

The Accreditation Council of Graduate Medical Education (ACGME) Institutional Requirements establishes guidelines for resident Vacation and Leaves of Absence (LOAs). The purpose of this policy is to establish the guidelines for Vacations and LOAs for all resident trainees in compliance with the ACGME Institutional Requirements.

II. FORMS/ATTACHMENTS:

None

III. EQUIPMENT/SUPPLIES:

None.

IV. POLICY:

It is the policy of the Capital Health Graduate Medical Education (GME) Department to maintain ACGME Institutional Requirements and State of New Jersey Statues and Regulations when providing Capital Health resident trainees with vacations and LOAs.

V. PROCEDURE:

- Vacation leave is essential for all residents and may not be forfeited or postponed in any year of training.
- Vacation time cannot be used or forfeited to reduce the total required training period.
- Residents employed by Capital Health may apply for a Leave of Absence in compliance with the New Jersey Family Leave Act and the Federal Family and Medical Leave Act (FMLA) as described in Human Resources Policy 5.13 Leaves of Absence.
    - As outlined in Resident Agreements, residents are eligible for a Family and Medical Leave of Absence effective the first date of employment.
    - FMLA is available for the birth of a child (maternity and paternity leave), adoption, placement of foster care child, or the resident's own serious health condition or condition of a family member.
- As employees at Capital Health, residents may apply for Personal Leaves of Absence as described in Human Resources Policy 5.13 Leaves of Absence.
- As physician trainees, ACGME and ABMS requirements supersede other policies for Personal Leaves of Absence.
- Personal Leaves of Absence are discussed with the resident by the appropriate Program Director and Graduate Medical Education Department to determine the effect the leave will have on the trainee and their overall training including eligibility to meet requirements of specialty certifying board.
- Residents will receive four (4) weeks of paid vacation each academic year/PGY, per certifying Board.
- A resident may receive 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 training beginning the day the resident is required to report for training.
- Residents will be provided with at least 100 percent of their full salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.
- Residents will be provided with a minimum of one (1) week of paid time off (PTO) reserved for use outside of the first six (6) weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.
- Residents and their dependents will receive continuation of all health and disability insurance benefits during any approved medical, parental, or caregiver leave(s) of absence.
- The process of submitting and approving requests for leave(s) of absence is defined by Human Resources and a resident who is requesting a Leave should work with their Program Manager for assistance with meeting with the appropriate HR Business Partner.
- During any requested LOA, residents must be advised verbally and in writing of American Board of Medical Specialties (ABMS) specialty board policies regarding eligibility requirements for certification examinations.
    - Any resident taking an FMLA may be required to extend their training completion date to comply with Review and Recognition Committee (RRC) of the ACGME and

COPY

their specific specialty board.

- Once paid FMLA leave is exhausted, FMLA will be unpaid for those not receiving short-term disability.
- Residents may use short-term disability benefits if enrolled and eligible under their plan.
- Leaves of Absence will be granted at the Program Director's discretion unless it is under the Family and Medical Leave definition.
- A resident that believes a Leave of Absence has been unfairly denied or has other concerns may appeal the decision through the Grievance Process.

VI. REFERENCES:

ACGME Common Program Requirements (Residency) - July 2026
ACGME Institutional Requirements – September 2025
Capital Health Human Resources Policy 5.13 - Leaves of Absence
New Jersey Board of Medical Examiners Regulations and Statutes

Approval Signatures

COPY

Step Description	Approver	Date
VP Hospital Operations	Colleen Delso: VP Hospital Operations	Mar 2026
Chief Academic Officer	Robert Remstein: Chief Academic Officer	Mar 2026
Associate Vice President Clinical Practice and Academics	Christina Allen: Associate Vice President Clinical Practice and Aca	Mar 2026
GME Committee	Christina Allen: Associate Vice President Clinical Practice and Aca	Mar 2026
	Christina Allen: Associate Vice President Clinical Practice and Aca	Mar 2026

Standards

No standards are associated with this document