The Brown Psychiatry Residency has revised its time off/vacation/leave of absence guidelines as reflected in this Time Off Policy. This policy is intended to clarify all forms of time off including vacation, sick leave, leave of absence, extended leave, as well as academic credit for clinical assignments.

1. VACATION TIME OFF

Vacation allocation for residents employed through Butler Hospital is based on weekdays only. Vacation time is not accrued, but is based on the resident's academic year beginning July 1\textsuperscript{st} of each year. Residents are urged to carefully plan out their vacations for the entire year at the start of the academic year so they can use all of the allowed vacation time. Vacation allocation is as follows:

<table>
<thead>
<tr>
<th>PGY</th>
<th>Vacation Time</th>
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</thead>
<tbody>
<tr>
<td>PGY-1</td>
<td>3 weeks vacation</td>
</tr>
<tr>
<td>PGY-2</td>
<td>3 weeks vacation</td>
</tr>
<tr>
<td>PGY-3</td>
<td>3 weeks vacation</td>
</tr>
<tr>
<td>PGY-4</td>
<td>4 weeks vacation</td>
</tr>
</tbody>
</table>

The GME Policy Committee has determined guidelines to delimit routine vacation time allowance, which is distinct from the academic credit policy that takes into account absence for any cause. For the purposes of these guidelines vacation time, personal time, and conference time are combined.

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Days Off Maximum</th>
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<tbody>
<tr>
<td>1-month assignment</td>
<td>5 working days</td>
</tr>
<tr>
<td>2-month assignment (including May-June for PGY-1’s)</td>
<td>5 working days</td>
</tr>
<tr>
<td>6- to 12-month assignment</td>
<td>20 working days</td>
</tr>
</tbody>
</table>

Other Vacation Time Specifics:

a. Approval from unit chiefs/site supervisors is required prior to taking vacation, including filing the vacation request form with leave of absence coverage information. Vacation requests should be made to the supervisors at least one month in advance, utilizing the online request form.

b. Two weeks (10 working days) of vacation should be requested early in the year, during call scheduling requests.
c. One week (2 weeks for PGY-4s) can be kept as “flex” time, to be scheduled throughout the year, as needed, pending residency approval.

d. No resident can take vacation time during the first Tuesday in October as that is when the PRITE Exam is given. The exception to this includes a PGY-1 on a primary care rotation, or resident on PAS/PES rotation. Please check with Program Coordinator for specific date each year. For 2015, the exam falls on Tuesday, September 29, 2015

e. No PGY-3 or 4 resident may take vacation on the last Friday in April as that is when the Dartmouth Faculty travel to Brown to conduct the Mock Oral Boards. Please check with Program Coordinator for specific date each year. For 2015, the exam falls on Friday, April 24, 2015

f.PGY-1 vacation policy specifics
- One week of vacation should be scheduled during the Medicine/Peds/Family elective month.
- Remaining two weeks of vacation should be scheduled during the six (6) months of inpatient psychiatry.
- A maximum of one week of vacation is allowed during inpatient psychiatry at the VA.
- Vacation is strongly discouraged during the two Neurology months.

f. PGY2 specific vacation policy
- No vacation can be scheduled during the two (2) overnight months.
- No vacation can be scheduled during the VA inpatient month.
- One week of vacation should be scheduled during the three (3) months of consult-liaison psychiatry.
- One week of vacation should be scheduled during the child psychiatry months.
- One week of vacation should be scheduled during inpatient psychiatry months (with the exception of VA inpatient month).

h. Vacation leave in excess of two contiguous weeks is discouraged. Vacation time of more than one-week duration should be arranged at the beginning or end of a clinical assignment unless clinical supervisor and Residency Training Office have given explicit approval for other arrangements.

i. Residents must arrange coverage for all clinical responsibilities, including all patient care and DOC responsibilities a minimum of two weeks prior to anticipated vacation time. Inform the Residency office of coverage arrangements in writing on the coverage form.

j. As “exempt” employees, residents are not eligible for “comp time”. Over the course of your four years of training, working holidays are generally evenly distributed among residents. This “comp time” policy is different from the policy in the Butler Employee handbook.

k. During the child and adolescent clinical assignment, residents need to observe the additional requirements of that system. Specifically, in addition to the above residency office process, which is necessary in part for payroll purposes, residents are required to utilize the child/adolescent leave form and secure the signed approval of the child and adolescent chief resident. This step assures that clinical responsibilities are covered.

l. Vacation time not taken during that academic year does not carry over to the next year.
m. Refer to the Academic Credit Guidelines (section #4) for the constraints on total time away from a clinical rotation.

n. There is no category of “unpaid leave” for the Residency Program. All residents are expected to use one of the approved types of leave for time away from residency responsibilities.

o. Please see the absence/snow policy for issues dealing with time off during inclement weather

2. SICK TIME/BEREAVEMENT LEAVE

a. All extended sick time or leave must be requested in advance from the Psychiatry Residency with the approval of the clinical supervisor.

b. The resident must notify the Psychiatry Residency immediately (on the day of absence) of any sick leave taken. The resident must also file a written leave request as soon as possible.

c. Sick leave in excess of five working days requires a physician note.

d. Sick leave does accumulate during the residency. Any accumulated sick leave is forfeited upon leaving the residency.

e. All residents are eligible for up to three days of Bereavement Leave over and above all other leave allowances. Bereavement Leave is awarded upon the death of a close relative (parents, grandparents, grandchild, sister, brother, spouse/partner, children, mother/father in law, foster parent or child, or legal guardian) for the purposes of funeral responsibilities.

f. Currently, Human Resources requests that the resident supply two proofs of documentation that she/he has been in a long term relationship for over a period of one year, in order to grant requests for same-sex or domestic partner leave. Please check with the Human Resources department for the most up-to-date information on this leave issue.

g. Refer to the Academic Credit Guidelines (section #4) for the constraints on total time away from a clinical rotation.

3. EXTENDED LEAVE OF ABSENCE

Residents should discuss all requests for Leave of Absence, whether medical, family or personal, with the Program Director at the earliest possible opportunity. Such requests should be documented in the resident’s file along with final arrangements. The Program Director will notify the Butler Human Resource Office of the leave at the earliest opportunity. The Program Director, with support from the Human Resources office, will advise the Resident of any impact of the leave time on satisfying the completion of the requirements for training and board eligibility, and any impact of the leave time on pay and employee benefits. The granting of a leave of absence or other time away from the training program does not relieve the Resident of the obligation to complete all program-specific reappointment requirements as prescribed in item #4, Academic Credit.

Extended Leave Specifics

a. During the four years of residency training absence due to sickness, the birth of a child, or family leave for greater than twenty consecutive work days (four work weeks) is considered extended leave. When extended leave can be anticipated residents are requested to consult with the training directors to coordinate the absence with their educational needs and requirements.
b. Please refer to academic credit guidelines section (#4) to determine how much time will need to be made up in order to receive academic credit.

c. A resident's clinical duties and responsibilities during extended leave will be reassigned in collaboration with the Residency Training Directors, Chief Residents, clinical site supervisors, and the resident on leave. Ordinarily, clinical site responsibilities will be reassigned by the site supervisor, outpatient responsibilities will be distributed to other residents, and call will be distributed to other residents by the Chief Residents under the "pay-back" provisions.

d. Ordinarily a resident will be paid during periods of extended leave according to the policy of the host institution and the limits of accumulated sick and vacation time.

e. Benefits will continue to be provided by the host institution according to their extended leave policies.

f. Malpractice insurance will be suspended during extended leaves of absence and reinstated upon return.

g. The Residency is required to report periods of extended leave to the RI Board of Medical Licensure and Discipline.

h. Residents will be allowed to take up to three months of unpaid leave during the course of their residency training with no payback required. This time off does not include vacation time.

i. In accordance with the Family Medical Leave Act, Residents are allowed twelve workweeks of leave in a 12-month period for:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the resident of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the resident’s spouse/partner, child, or parent who has a serious health condition;
- a serious health condition that makes the resident unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the resident’s spouse/partner, son, daughter, or parent is a covered military member on “covered active duty.”

j. Currently, Human Resources requests that the resident supply two proofs of documentation that she/he has been in a long term relationship for over a period of one year, in order to grant requests for same-sex or domestic partner leave. Please check with the Human Resources department for the most up-to-date information on this leave issue.

4. ACADEMIC CREDIT GUIDELINES

Academic credit will be granted for those clinical assignments which the residents have substantially completed. These guidelines acknowledge that unexpected absence due to sickness or bereavement may occur after previously approved time off has been taken and do not override the vacation guidelines.

Substantial Completion Guidelines:

<table>
<thead>
<tr>
<th>Assignment Length</th>
<th>Absence Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-month assignment</td>
<td>5</td>
</tr>
<tr>
<td>2-month assignment</td>
<td>7</td>
</tr>
<tr>
<td>3-month assignment</td>
<td>13</td>
</tr>
<tr>
<td>4-month assignment</td>
<td>14</td>
</tr>
<tr>
<td>8-month assignment</td>
<td>23</td>
</tr>
</tbody>
</table>
12-month assignment | 34 working days absence (PGY-1 to PGY-3)

**Academic Credit Specifics:**

a. Academic credit is distinct from salary reimbursement. Residents will receive salary reimbursement according to the sick leave policy of assigned payroll site.

b. Successful completion of all required assignments is a pre-requisite for graduation from the program. Absences which interfere with the educational progress of the resident, even if less than the above noted times, will be discussed with the individual resident by the resident’s supervisor and with the Residency Director or Associate Director.

c. Absences in excess of the above guidelines will be made up by the resident. This will be done by completing the assignment during elective time later in the residency. Make-up time periods will be rounded up to the nearest whole week.

d. Absence includes **vacation, conference time, sick time, , bereavement and extended leave.**

5. **CONFERENCE ALLOWANCE/TRAVEL POLICY** (Time and Funding)

The Brown General Psychiatry Residency Program Conference/Travel policy is intended to clarify how travel and conference attendance is reimbursed and the number of paid working days allotted to each PG year. There has been an increase in residents who have had their posters accepted to present, who have received awards and fellowships to present, and with the expansion of our research track, residents who have been invited to attend conferences.

**CONFERENCE ATTENDANCE**

Residents in the program are encouraged to incorporate the practice of attending conferences into their professional development activities. In selecting conferences and requesting conference leave the educational benefit of the activity should be the determining factor. All residents receive allotted funds to travel to conferences each year with amounts based on PG year as described below, if the conference has been pre-approved by Program Director.

a. Residents are encouraged to attend one conference of their choice per year. Any unused conference time or allowance may be used for one additional conference per academic year with the prior approval of the Director or Associate Director of the Psychiatry Residency.
b. Residents must follow steps for approval (see below).

c. To obtain paid conference time and to be reimbursed for travel, registration and related travel expenses the resident must download and submit, in advance, a Travel Request form from residency website. If a resident does not obtain prior approval, reimbursement could be denied.

d. Any funding for attending a meeting or a conference which is being provided from sources other than the residency must be disclosed to the Residency Training Director at the time the request for permission is submitted.

e. Any funds received from drug companies, other supporting agencies, or as honoraria, must be deposited to the residency account. Scholarships that directly cover the cost of transportation, housing, registration and meals need not be deposited to the residency as you will not be submitting for these expenses through the residency.

f. All receipts for conference/meetings and travel must be received prior to the end of the academic year (within one month of date of travel). It is in your best interest to submit all documentation immediately upon your return to make sure you can retrieve all needed receipts and papers.

g. Conference time and allowance does not accumulate from year to year

EXCEPTIONS

a. Conference attendance will generally be limited to the period August through May.

b. Requests for leave to attend the annual APA conference in May are scheduled separately through the Chief Residents as well as the Residency Office.

c. Discuss requests for exceptions to these guidelines with your unit chief and either the Residency Director, Associate Director or Assistant Director and obtain written approval well in advance

PAID DAYS OFF
Residents are also allowed a maximum set number of paid work days per year to attend conferences as follows:

PGY-1: $250.00; 3 paid working days leave per year
PGY-2: $500.00; 5 paid working days leave per year
PGY-3: $600.00; 5 paid working days leave per year
PGY-4: $700.00; 5 paid working days leave per year

Additional paid working days off may be available for additional conferences as noted below

Extra conference section

STEPS FOR APPROVAL

Written approval must be obtained from the residency office prior to attending any meeting or conference.

a. As with any leave of absence (vacation), you must obtain prior written approval from unit chief. See Leave of Absence (LOA) Policy for details.

b. To obtain approval from your supervisor, you must fill out and submit an online Leave of Absence form. In the comments section make sure to note the exact reason of leave, the name of conference/meeting, and the dates that you will be away, prior to the relevant pay period.

c. In addition to the LOA form, you must note coverage arrangements for all patient care responsibilities on the online Coverage Form. Residents must arrange coverage for all clinical responsibilities, including all patient care and DOC responsibilities. This will inform the Psychiatry Residency office of coverage arrangements.

d. Requests for conference time to be taken back-to-back with vacation time are discouraged. Conference time and vacation time are combined when observing the limits from time away from a clinical rotation (see vacation time section on Leave of Absence Policy).
e. Expenditures must be requested in writing and in advance. Requests must be approved by The Director or Associate Director of the Psychiatry Residency.

REIMBURSEMENT

You will find the reimbursement form as well as a Reimbursement Guide on the residency website. Reimbursement will not be made for expenses that are not adequately documented by an original itemized receipt.

EXTRA CONFERENCES

Additional funding up to a maximum of $500.00 per year may be available towards attending conferences above your normal residency PG year allotment.

1. Poster Presentations: Residents who present a paper or poster at a conference may make an additional request for paid time and funding. Residents are strongly encouraged to contribute to the scientific programs of national professional organizations. Again, approval must be requested in writing and in advance from the residency training office as noted above. Additional funding up to a maximum of $500.00 per year may be available to present. ???

2. Awards or Fellowships: Residents who have received an award to attend a conference or who have received a fellowship, which attending a conference is required, may make an additional request for paid time and funding.

3. Chiefs’s Conference: The residency will provide an extra stipend of up to $1,000 per new chief resident to attend the chief resident’s conference held in conjunction with the APA meeting. The new chiefs will also be allowed two additional paid working days to attend this conference, to use as travel days, and/or to attend one to two days of the APA

4. R25 specific issues/other research conferences
The MAXIMUM amount of routine travel funds available for the year is $2000

An additional $500 total for the year if you are presenting at a conference.

Poster printing = up to $100 for the year for poster printing and shipping one poster

All reimbursement requests can be routed to David Longe for processing. All requests will need the business purpose (how the trip/poster directly relates to the grant's scope of work), all receipts with proof of purchase (ex: Visa xx1234), and the grant account #GR527155 Eisen.

PLEASE NOTE: The additional $500 is NOT drawn from the R25 funds, so the process for reimbursement (noted below) DOES NOT apply to the additional $500. If you have over $2000 in travel reimbursement to process, please notify me (Sara Vargas, SVargas@lifespan.org) and I will provide information on how to receive the $500 in additional funds.

The residency program encourages R25 residents to attend and present at national conferences. To that end, there is a maximum of 10 working days that are allowed for conferences. An additional 5 days of conference time can be allowed if you are presenting, or you have received a travel award. To assure that conferences that you are choosing to attend support your research goals, they should be reviewed with your research mentor and Dr. Katharine Phillips for approval. As with all time away from a clinical rotation, academic credit guidelines must still be followed to receive credit for a rotation

Jane Eisen, MD
Psychiatry Residency Program Director

Reviewed and approved by the GME/Educational Policy Committee 5/4/2015