

POLICY AND PROCEDURE MANUAL

Policy Title:	Time Away Policy – Resident		
Original Date Issued:	2/1/2018	Policy Revision Date:	07/01/2026

PURPOSE: To define the leave of absence policy for residents within the department of ObGyn. Duke ObGyn Residency Program abides by policies of the American Board of Obstetrics & Gynecology as well as relevant institutional and ACGME policies.

OVERVIEW: Per ABOG Subspecialty Bulletin for the Qualifying Exam, Leaves of Absence (FMLA) may be granted to residents by their Program Director in accordance with local policy. **The total of leaves of absence including vacation must not exceed either 12 weeks in any year, or a total of 24 weeks over the entire four years of residency.**

If a resident's leave exceeds either the yearly maximum or the program maximum, the residency must be extended for the duration of time the individual was absent in excess of the maximum. The number of days that equals a "week" is a local issue that is determined by the Program Director, not ABOG.

Duke recognizes that access to vacation time, personal days and medical/parental/caregiver leave are important for trainees' well-being. Trainees may take their full vacation/personal day entitlement and any eligible LOAs without retaliation, and program directors are responsible for creating an environment where trainees are not discouraged from using these benefits.

Requesting time away (vacation, LOA, personal paid time off)

Trainees must follow all hospital, department, and program procedures regarding vacation and paid time off requests and documentation for any leave of absence or personal days, and, to the extent possible, must work with their program directors and other applicable clinical supervisors to minimize disruption to clinical care from any vacation or non-urgent personal paid time off. Any absence due to illness, personal days, or leave of absence must be recorded appropriately in MedHub.

30 Days away which includes:

20 Vacation Days: Residents are allowed 20 vacation days (M-F) each year. Per *Duke GME LOA & Vacation policy*, residents are required to take allotted vacation time. Foregoing vacation time or necessary sick leave to shorten the 48-month requirement of training is not permitted. Vacation time must be discussed and approved by your Program Director as each division has different times of the year that you are not allowed to take vacation.

8 days of personal paid time off (bereavement, personal/childcare emergencies) * Residents will have eight (8) days of personal paid time off per academic year, for unexpected absences such as bereavement, brief acute illness of the trainee or family member, or personal or childcare emergencies. If extended leave of any kind is necessary, please discuss with the PD as the need for FMLA will need to be determined.

2 days of personal paid time off (unexpected doctor appointments/emergency needs) * Residents will have two (2) personal days of paid time off will be provided for trainees to use for elective appointments with health care providers.

*Personal paid time off cannot be forwarded into subsequent training years or used as part of a LOA or scheduled vacation.

Holidays:

Duke SoM observed holidays (clinics closed, no elective surgery) are listed below. A call team schedule will be used for the holidays listed below. Outside of these holidays, the trainee follows the rotation schedule of the service to which he or she is assigned for that block.

New Year's Day	Independence Day
Martin Luther King	Labor Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day

Days surrounding the listed days above (ex: Christmas Eve, Black Friday) are not holidays.

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FMLA (Maternity, Paternity, Adoption, Disability, Medical, Caregiver Leave:

When you need to take FMLA, contact your Program Director and Program Coordinator, to complete all appropriate paperwork. According to the United States Department of Labor, you are allowed to take up to 12 weeks of FMLA in a 12-month period (<https://www.dol.gov/whd/fmla/>).

Per ABOG, the total of leaves of absence including vacation **must not exceed either 12 weeks in any year, or a total of 24 weeks over the entire four years of residency.** Additional leave in excess of that described according to FMLA will be determined on an individual basis with your Program Director. If additional leave is taken, that time will need to be made up at the end of your training.

Each trainee is **entitled to one period of up to six weeks of paid leave** for qualifying reasons (approved medical, parental and caregiver leave) during a single training program. The qualifying reason for this leave will be evaluated and confirmed by Employee Occupational Health and Wellness (EOHW) using the same process and criteria that apply to approval determination for Duke Family and Medical Leave. Work with your PD and Program Coordinator to determine the best scenario for you.

Parental Leave (Maternity, Paternity, Adoption)

- Trainees are eligible for up to 6 weeks of paid continuous leave under DUH's Paid Parental Leave Policy for each eligible event.
- If trainee would like to take more than 6 weeks, they can use two weeks of vacation at the discretion of their Program Director.
- Total time away in excess of 6 weeks (plus vacation) will be unpaid.
- Total time away in excess of 12 weeks in one year or 24 weeks over your entire residency will need to be made up at the completion of residency to comply with ABOG policy.

Medical or Caregiver Leave

- Each trainee is entitled to one period of up to six weeks of paid leave for qualifying reasons during a single training program.
- Two weeks of vacation will be used towards the six-week FMLA.
- The remaining 4 weeks of leave will be paid by DUH.
- Total time away in excess of 6 weeks will be unpaid.
- Total time away in excess of 12 weeks in one year or 24 weeks over your entire residency will need to be made up at the completion of residency to comply with ABOG policy.

SICK LEAVE: In the event a resident is unable to work due to illness, it is the responsibility of the resident to contact their Program Director and Program Coordinator. If extended leave (more than 2 weeks) of any kind is necessary, please discuss with the PD as the need for FMLA will need to be determined. A physician's note or an EOHW fitness for duty exam may be required.

JURY DUTY: The Department of Ob/Gyn adheres to the University policy regarding jury duty. Time off for jury duty is considered "authorized absence with full pay." Regardless of the duration of jury duty, absence is not used as vacation or sick time. See GME Trainee manual for full explanation. Once a resident has received a summons for jury duty, it is his/her responsibility to notify the Program Director, Division Director, and Program Coordinator as soon as possible. Your Program Coordinator can write an excuse letter for you. If you cannot be excused, residency training may need to be extended to allow for sufficient time for board eligibility.

EMPLOYMENT INTERVIEWS: During the third year of residency, the resident is allowed an additional 10 work days to travel to interviews. If additional time is needed, available vacation time may be used.

ACADEMIC MEETINGS: The Department of Obstetrics and Gynecology provides residents with an annual travel allowance to support attendance at approved professional meetings during residency. Additional funding may be available through your Division, research mentor, or other sources. Meetings held outside of the continental United States must be approved by the Chair of Obstetrics

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and Gynecology. Attendance at all meetings must be discussed with and approved by the Program Director. Please refer to the Resident and Fellow Travel Policy for current funding levels and details regarding reimbursable expenses.

If you have any questions, please contact your Program Director or Program Coordinator.

RESOURCES:

Please refer to the ABOG Bulletin for your subspecialty for more information (<https://www.abog.org/about-abog/bulletins>)

Please refer to the Family Medical Leave Act for more information (<https://www.dol.gov/whd/fmla/>)

Please refer to the Duke Paid Parental Leave policy for more information (<https://hr.duke.edu/benefits/time-away/paid-parental-leave>)

Please refer to the Duke GME Leave of Absence and Vacation policy for more information ([DUH-GME-Vacation-LOA-Policy-2025_1.pdf](#))