

**Policy and Procedures for Paid Time Off  
for Texas Health Presbyterian Hospital Dallas  
Internal Medicine Training Program**

**PURPOSE:** To define the policy and procedure for internal medicine interns and residents taking paid time off (PTO).

**SCOPE:** Applies to all interns and residents (hereafter all will be referred to as Trainees) in the Internal Medicine training program of Texas Health Presbyterian Hospital Dallas.

**PROVISIONS:** **PTO (“Paid Time Off”).** For each Post-Graduate Year of training, Trainees will have available twenty (20) weekdays (Monday – Friday) defined as four weeks with contiguous weekends not to exceed a total of twenty-eight (28) days. PTO may not be taken in more than six (6) segments during each academic year unless approved by Program Director or their designee.

PTO is available for any reason except for days off resulting from a work-related injury or illness or short-term or long-term disability, to which certain THR policies apply. Examples of PTO include vacation, non-work-related illness, illness of a dependent, bereavement, maternity/paternity leave, holiday, and job/fellowship interviews. Unused PTO for each PGY level of training year will be forfeited, not rolled over nor paid out.

It is understood that the Trainee is not eligible for the THR PTO program and instead will be provided with PTO as provided above. Trainees are not eligible for separation pay.

The number of PTO days are subject to change per Texas Health Resources Graduate Medical Education Committee guidance.

No more than five (5) days of PTO may be taken during any rotation. PTO may not be taken during the medicine ward, ICU, or night float rotations.

Attending approved conferences and taking USMLE Step 3 will be considered educational activities for which taking PTO will not be required.

When taking PTO, the Trainee must meet the minimum required days to receive credit for the rotation, i.e., fifteen (15) workdays for a month-long rotation and ten (10) workdays per two-week rotation. If the required number of days for the rotation are not met for any reason (e.g., emergency leave), Trainee will be required to make up the days prior to promotion to next PGY level or graduating from the program.

A Trainee taking more PTO days than the number annually allotted as stipulated above or taking off any days that are not reported to the program will be required to make up such days during the academic year in order to advance to the next academic year or to graduate from the program.

If a Trainee is on an elective rotation during a month in which there is a THR-approved holiday (Thanksgiving, Christmas, New Year's Day, Memorial Day, Fourth of July, Labor Day, Juneteenth), and the office in which the Trainee is assigned will be closed for the holiday, the Trainee may opt to use such day(s) for "study time" and remain available for any emergency coverage that may be required. The Trainee must notify the Residency Coordinator of their intention to use the day(s) as "study time" in advance of the THR-approved holiday. If the Trainee has already requested PTO during this same period of time, the days will be deducted from the Trainees PTO balance.

For any "study time" approved and taken during workdays when residency program conferences are being held, Trainees MUST attend all held conferences (Morning report, Noon conference etc.) and should the need arise, be available to assume clinical responsibilities.

**PTO approval process:**

- The Internal Medicine Resident Clinic must be notified a minimum of thirty (30) days prior to the first day of PTO requested.
- PTO request form(s) must be completed by the Trainee and signed by designated Resident's clinic staff member.
- PTO request must be approved through email by the designated subspecialty attending.
- Completed PTO request form(s) and approval email from subspecialty attending must be forwarded to the program Associate Program Director and Program Coordinator. Form(s) must be submitted at least fourteen (14) days prior to first day of the PTO request. Late submission of form(s) may result in denial of PTO request.

Preliminary PGY-1 Trainees are not required to obtain approval of PTO request from the Internal Medicine Resident Clinic.

Categorical Trainees are required to have three clinic days each month.

Travel plans should not be completed until final approval for PTO is granted and Trainee receives confirmation of such from the Program Coordinator.

Additionally, any missed days on which you are scheduled to work must be reported to the Program Coordinator, the Attending of the assigned rotation, the Chief Resident(s) and Program Associate Program Director as soon as possible, but no later than 24 hours after day is missed.

**Leave of Absence.**

Trainees are entitled to leaves of absences as allowed and in accordance with Texas Health Resources policies and any applicable Graduate Medical Education policies. Trainees should be aware that any leaves may result in extension of the length of residency required to meet training requirements. Trainees shall notify the Program Director, Program Coordinator, and Chief Medical Resident, if applicable, as soon as possible to allow for as much lead time prior to the leave of absence as possible.

Per ACGME requirements, Trainees can apply for up to six (6) weeks of 100% paid time once during their training program for approved medical, parental and caregiver leaves of absence. These leaves will only be granted if the Trainee has a qualifying reason under applicable state and federal law. The first three (3) weeks of this approved time will be taken as PTO and deducted from the PTO total allocation for that Post-Graduate Year level. ACGME requires that one (1) week of PTO be reserved for other use during the same Post-Graduate Year level. One (1) week defined as five (5) weekdays, Monday – Friday must be reserved for use after the approved qualified leave. If the Resident does not have three (3) weeks of PTO available at the time of the taking the approved qualified leave, any remaining PTO will be deducted to bring the Resident total remaining PTO available, after the approved qualified leave, to one (1) week defined as five (5) weekdays, Monday – Friday.

**IMPORTANT:** With the exception of any Trainee with a PGY level of training extension and/or started the training program off cycle, all Residency Training Agreements are through June 30<sup>th</sup> of the training year. Each Trainee will be scheduled up to June 30<sup>th</sup> unless PTO days have been requested and approved in accordance with this policy. No exceptions will be made to requirement.

Reviewed and Approved:

---

Tapan Patel, MD                      Date  
Program Director  
Texas Health Presbyterian Hospital Dallas  
Internal Medicine Residency

---

Shelly Monks, FACHE                      Date  
Designated Institutional Official  
Texas Health Resources