



OKLAHOMA STATE UNIVERSITY  
**CENTER FOR HEALTH SCIENCES**

## **Graduate Medical Education Policy**

Approved by the GMEC Committee on June 23, 2020

Effective Date: July 1, 2020

Review Date: May 2021

Next Review Date: May 2023

### **Policy Title: Time Off and Leave of Absence Policy**

**Purpose:** To describe the methods of Time off and Leave of Absence Policy for residents and fellows.

### **Time Off and Leave of Absence Policy**

The Designated Institutional Official may permit time off for special courses or training outside of the core training sites under very limited circumstances and only with prior written approval from the Program Director. Forms for requesting time off under this Handbook are available in Graduate Medical Education.

Time off for Military Reserves obligations may not exceed one weekend per month. If additional time off is required by the Trainee for military obligations in a non-medical assignment during the Contract Period of the Program, a leave of absence for the required time off may be granted upon Trainee's presentation of specific military orders. This leave of absence, however, must be made up at the end of the Contract Period to successfully complete the Program. No salary will be paid during this leave.

Oklahoma State University Center for Health Sciences permits a maximum of twenty (20) business days (Monday through Friday) of time off, which includes: vacation, professional interviews, sick, bereavement, maternity leave, or other time off as may be granted by the or Designated Institutional Official. No Trainee who misses more than twenty (20) business days may be considered to have successfully completed the Program. If a Trainee is given a leave of absence for reasons of maternity, physical, or mental disabilities and returns to duty, he/she may continue training to completion.

The twenty (20) days are designated as follows: Four (4) weeks shall consist of a total of twenty (20) weekdays (Monday through Friday) which must be approved by the Program Director. This time is not cumulative from year to year, and if not utilized during the Contract Period, the time will be lost; no compensation will be provided in lieu of unused time off. The Program Director in his or her discretion may allow up to a maximum of five (5) non-duty days selected from the following designated holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve. All residents assigned to hospital-based services must remain on duty for Independence Day.