

Naples Community Hospital, Inc.

**SUBJECT:** Designated Off Time (DOT) POLICY

**INTENT:** The Sponsoring Institution must provide written institutional policies on residents' vacation and other leaves of absence (with or without pay) to include parental and sick leave; these policies must comply with applicable laws.

**POLICY**

**STATEMENT:** Each program must have a written policy regarding Leaves of Absence in compliance with its Program Requirements concerning the effect of leaves of absence, for any reason, on satisfying the criteria for completion of the residency program and information relating to access to eligibility for certification by the relevant certifying board.

**DESCRIPTION:**

Members of the housestaff shall be entitled to leave with pay up to the appropriate accruals for the purpose of annual and sick leave depending upon the length of appointment during the training period as described in this section. If specialty board regulations for annual and sick leave accrual and usage differ from that outlined in this rule, written notification of the board policy shall be completed by the program director and submitted to the Designated Institutional Official (DIO) for approval. The total maximum time a housestaff member can be away from a program in any given year or for the duration of the residency program shall be determined by the requirements of the specialty board involved. All absences must be approved by the program director. Each program will have a policy that addresses the effect of leave on promotion and length of training. If excessive time is taken, the resident may be required to extend his/her training to fulfill Board requirements.

**DOT:** Vacation leave shall be requested and approved by the program director prior to the date taken. Vacation leave should not be fragmented into less than one-week periods except under unusual circumstances and must be taken at the time approved by the program director. DOT leave which has been granted but not used by the housestaff member at the time of separation from the academic department will be forfeited. DOT leave accruals are normally based on an annual rate of twenty (20) work days for all housestaff, provided this does not exceed that allowed by the appropriate board. All unused leave is considered non-payable leave, and there is no entitlement for lump-sum payment for unused leave upon separation or completion of training.

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**Sick Leave:** All housestaff shall accrue sick leave at the rate of up to 48 hours per year of full employment. Housestaff may be permitted to carry over sick leave to a new year, as consistent with department policy; however, carryover must be approved by the program director and an excess of fifteen (15) work days cannot be accumulated. All unused leave is considered non-payable leave, and there is no entitlement for lump-sum payment for unused leave upon separation or completion of training.

**Parental Leave:** Housestaff may take up to twelve (12) weeks of leave for a qualified Family Medical Leave Act (FMLA) event providing they have worked for Naples Community Hospital, Inc. (NCH) for one full year and have worked 1250 hours using accrued leave to care for a new child by birth or adoption or other qualified FMLA event. Residents that plan to utilize parental leave are expected to notify their training program director as soon as they know they will need to use parental leave to facilitate appropriate scheduling. Complicated pregnancy or delivery will be handled through additional disability policies. FMLA mandates that up to twelve (12) work weeks may be taken for the birth of a biological child or placement of child pending adoption.

The total time allowed away from a program in any given year or for the duration of the housestaff program will be determined by the requirements of the specialty board involved. Any absences must be made up in accordance with specialty board policy. The housestaff will be paid for makeup or extended time.

### **FMLA Entitlement**

FMLA is federal legislation enacted to provide job protection for up to twelve (12) weeks an entitlement year to an employee, or for an employee to care for his or her parent, spouse, or child who has a serious health condition determined to be FMLA-qualifying by the patient's physician, or when an employee must be absent due to becoming a parent. Employers must approve leave for events that qualify under the FMLA. Residents are eligible for FMLA after one (1) year of employment.

**Bereavement Leave:** Housestaff shall be granted, upon request to the program director, up to 3 days of paid leave to attend the funeral of an immediate or extended family member per policy.

**Military Leave:** NCH will authorize a leave of absence for a special tour of duty; annual training up to a maximum of seventeen (17) working days (summer camp); emergency duty brought about by riot, flood disaster, etc.; or call to active duty.

**Jury Duty Leave:** Housestaff who are summoned to jury duty will be granted paid leave for all hours required for such duty. If jury duty does not require absence for the entire workday, the employee should return to work immediately upon release by the court. NCH will not reimburse the employee for meals, lodging, and travel expense while as a juror. This type of leave must be approved by program director in advance. Any absences must be made up in accordance with specialty board policy. The housestaff will be paid for makeup or extended time.

**Educational Assignment:** Housestaff shall be eligible for absence pertaining to educational and training provided it is allowed by the appropriate board and agreed to, in writing, by the program director.

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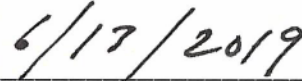
**Licensure Examination Leave:** Housestaff taking American specialty board and state licensure examinations will be authorized leave at the discretion of the program director. The amount of absence authorized will not exceed the time actually required for taking the examination and for travel to and from the place of examinations. Only one licensure and one specialty exam shall be authorized per housestaff member. Any additional absence will be charged to annual leave or leave without pay if annual leave is not available.

**Holidays:** Housestaff shall be entitled to observe all official holidays designated by NCH . When on duty or call for clinical responsibilities on designated holidays, the assignment will be considered as part of the residency and will not result in extra remuneration.



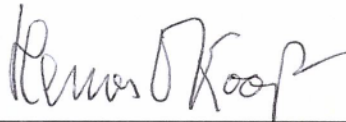
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Frank Astor, MD, MBA, FACS  
Chief Medical Officer  
Designated Institutional Official  
Naples Community Hospitals, Inc.



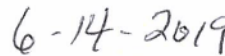
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Date



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Hermes Koop, MD  
Chairman, GMEC  
Board Member, NCH Board of Trustees



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Date