



**UTTyler**  
THE UNIVERSITY OF TEXAS AT TYLER

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Approved

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Owner Graciela Buentello: Chief Human Resources Officer

Area Series 06: Human Resources

## 6.30.1 Resident Vacation and Leave

### A. Purpose

The purpose of this Policy is to outline Residents' eligibility for paid leave and leaves of absence, in compliance with all applicable rules and regulations.

### B. Persons Affected

This Policy applies to all Residents, as defined in Section C.3., of the University.

### C. Definitions

1. **Academic year:** July 1st to June 30<sup>th</sup>
2. **FMLA:** Family Medical Leave Act
3. **Residents:** Includes both residents and fellows participating in University Graduate Medical Education (GME) programs.
4. **Vacation leave:** Occurs Monday through Friday during normal business hours.

### D. Policy

#### 1. Leave Requests

1. **Time frame.** Leave requests should be submitted at least sixty (60) days in advance (or sooner if specified by individual program policies).
2. **Exception.** The 60-day notice requirement may be waived when the leave request is unanticipated and involves matters other than leisure (e.g., family illness, bereavement).
3. **Procedures.** The Resident must submit leave requests to their program leadership (as

specified in program policies) explaining type of leave, dates, and other pertinent information.

4. **Responsibility.** It is the Resident's responsibility to take the leave for which they are eligible, and to ensure all documentation is provided based on type of leave taken.

## 2. Vacation Leave

1. **20 days per year.** Residents are entitled to twenty (20) days paid vacation leave per academic year.
2. **No carry-over.** Vacation is NOT carried over from one academic year to the next.
3. **No pay-out.** Unused vacation benefits will NOT be paid upon termination or end of appointment.
4. **Weekends and holidays.** Scheduling time off for Saturdays, Sundays, and University holidays does NOT require use of vacation leave.

## 3. Paid Sick Leave

1. **12 days per year.** Residents are entitled to up to twelve (12) paid sick days per academic year. These hours are available at the start of each 12-month appointment term.
2. **No carry-over.** Paid sick leave is NOT carried over from one academic year to the next.
3. **Covered occurrences.** Sick leave may be used for:
  - a. medical, mental health, and dental care appointments; and
  - b. illness of the Resident or to care and assist an immediate family member who is ill (see [HOP 6.28: Sick Leave](#)).
4. **Reporting.** Residents shall report sick leave to their program as soon as it is known that sick leave will be taken (see [HOP 6.28: Sick Leave](#)).

## 4. Medical, Parental, and Caregiver Leave

1. **12 weeks per year.** Residents are entitled to up to twelve (12) weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons (i.e., reasons that would typically qualify an Employee for leave under FMLA) that are consistent with applicable laws.
2. **Time frame.** Such leave is allowed at least once and at any time during an ACGME-accredited program.
3. **Beginning of eligibility.** Eligibility for medical, parental, and caregiver leave begins the day the Resident is required to report (which differs from standard FMLA leave for non-Resident Employees).
4. **Paid leave.** Residents are provided with 100% salary support for the first six (6) weeks of the first approved medical, parental, or caregiver leave(s) of absence taken, including but not restricted to any time taken as part of FMLA.
  - a. **Exhaustion of Sick and Vacation Leave .** Paid sick leave shall be used first, followed by vacation time, when taking medical, parental, and caregiver leave.
  - b. **After 6 weeks leave.** After the first six (6) weeks, any remaining medical, parental,

and caregiver leave will be unpaid (see [HOP 6.28: Sick Leave](#)).

5. **Benefits continue.** While Residents are on an approved medical, parental, or caregiver leave of absence, health and disability insurance benefits for Residents and their eligible dependents will continue.
6. **Request procedures.** When submitting a request for approval, Residents will follow the procedures as identified by OHR.
7. **One week guaranteed.** Residents will receive at least one week (5 business days) of paid time off after the first approved medical, parental, or caregiver leave of absence is taken.
  - a. **Leave used.** Such paid time off shall be in the form of available balances of vacation or sick leave, as appropriate.
  - b. **Insufficient balance.** If insufficient leave balances are available, the Resident shall be provided with sufficient paid time off to cover five (5) business days.

## 5. Other Leave Types

As Employees of the University, Residents are entitled to other types of leave (e.g., jury duty, military reserve duty) (see [HOP 6.30: Authorized Leave](#)).

## 6. Possible Effect of Leaves

1. **Time requirements.** Residents should be aware that graduation from a GME program and Board eligibility depend on the completion of a specified amount of time spent as a Resident. Each program must provide information regarding the specific educational requirements for the program and the relevant specialty Board.
2. **Additional time may be required.** If cumulative absences for medical, parental, and caregiver leave to care for a seriously ill family member negatively impact the number of months of education for a Resident (with respect to the number of weeks or months required to satisfy the criteria for completion of the GME program), the Program Director must assess the Resident's ability to fulfill their educational obligations and may require additional time spent in the program.
3. **Extension of residency.** Residents should be aware that any extended leave may require prolonging the educational program as required by the individual residency review committee (RRC) and/or specialty board certification requirements.

## 7. No Reduction of Time

A Resident may NOT use leave or vacation time to reduce the total amount of required time spent in a GME program or to make up deficiencies in their education, unless approved in writing by the DIO.

## E. Reference Sources and Authority

- [HOP 6.28: Sick Leave](#)
- [HOP 6.30: Authorized Leave](#)

## F. Review Responsibilities and Dates

The Division Head for this Policy is the Chief Human Resources Officer, and this Policy shall be reviewed every three (3) years or sooner, if necessary, by the Division Head or their designee.

ORIGINATION: 7/1/2025

### Approval Signatures

Step Description	Approver	Date
Put policy into correct format.	Deronda Baughman: Compliance Specialist	11/2024

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