**Paid Time Off (PTO) for Pediatric Fellows**

The Department of Pediatrics provides subspecialty fellows Paid Time Off (PTO) for vacations, illnesses, and personal business. Compared to traditional vacation and sick time policies our program used to follow, the PTO program provides fellows more choice in when and how to use time off. However, the program also requires the individual to manage their overall time-off balance. Each fellow is responsible for ensuring that accrued PTO does not exceed the maximum accrual level and that they have enough time off available when they need it. Each fellow is also responsible for letting the appropriate attending know at the beginning of any rotation the dates that they are scheduled to be absent. All PTO must be logged in the Duty Hours module at [www.new-innov.com](http://www.new-innov.com).

**PTO Allotment and Balance**

The maximum PTO for the entirety of fellowship is based on requirements for graduation and certification as set forth by the American Board of Pediatrics. Over the course of training, each fellow has 65 days they can be away from their 3-year program without extending their training.

These 65 days of PTO are allotted as follows:

- FL1 fellows: 20 weekdays per academic year
- FL2 fellows: 20 weekdays per academic year
- FL3 fellows: 25 weekdays per academic year

In year one or two of fellowship training, up to 10 days can be advanced from the next year’s PTO.

Individual requests for exceptions to the PTO policy will be reviewed by the Program Director Committee.

Fellows are credited for the PTO on the first day of fellowship and on their annual promotion date each year. Days not used in one academic year will not carry forward to the next academic year. PTO is a benefit to be used while in the fellowship. When a fellow leaves the Pediatrics Subspecialty Fellowship training, any unused PTO will NOT be paid out.

Fellows are expected to manage their PTO usage to assure they have time available when they need it. Official PTO balance and records are maintained by the program coordinator and are available upon request. PTO is to be used in half-day increments. If plans change following a request, it is the fellow’s responsibility to notify their coordinator prior to the day off.

NOTE: The above PTO allotment applies to all fellows funded through the Department of Pediatrics. Fellows on a training grant or with other unique funding sources, this policy may be superseded by the requirements of their program sponsor’s PTO policy.

**Number of Fellows Away**

While the goal is for all fellows to have PTO per each individual’s request, program directors reserve the right to limit the number of fellows away at any given time.

**PTO Request Process**

In general, scheduled PTO should only be taken during non-clinical rotations (e.g. scholarly activity/research rotations.)

All requests for time off must be approved in writing by the program director by the 15th of the preceding month. If required by your program, clinical coverage arrangements must be made prior to submitting the request and indicated on the form. This includes all clinical responsibilities in the program – inpatient, outpatient, clinics and backup call. We realize some time away (e.g. interviews) cannot be planned that far in advance and will try to work with you when these situations arise.

It is the fellow’s responsibility to request PTO in writing according to the process identified in their program (see Program Addendum). This includes any activity where the fellow is away from fellowship training, such as vacations, personal business, interviews, scheduled medical procedures, parental leave, and academic conferences not part of subspecialty fellowship curriculum. In addition, the “GME Leave of Absence Form” must be completed and approved prior to leave of absences affecting FMLA, payroll, student benefits, and/or program training dates. This form is available from your coordinator.
Family Medical Leave Act
The Department of Pediatrics supports the U.S. Family and Medical Leave Act. The act allows eligible fellows to take leaves of absence for up to 12 weeks in a year due to selective reasons such as giving birth, adopting a child, or having a serious medical condition. Application of FMLA will extend training if the time away is greater than a fellow’s available PTO balance.

Types of Time Away and PTO Usage Expectations

Maternity Leave: The first two weeks of a maternity leave must use PTO (10 days). The remainder of leave may be funded with short-term disability benefits (4 weeks for normal birth, 6 weeks for c-section) and/or available PTO. Time away from the program that is not funded with PTO will extend training.

Parental Leave: After the birth or adoption of a child to a fellow’s immediate family, the fellow will be granted at least 2 weeks off during the postpartum period. These two weeks must use PTO (10 days). Time away from the program that is not funded with PTO will extend training.

Bereavement Leave
PTO must be used for bereavement leave. Fellows are expected to make every effort to find coverage for their call/night float/shift and must notify their sites of their absence.

Career Planning/Interviewing
PTO must be used for career planning/interviewing. Fellows are expected to make every effort to find coverage for their call/night float/shift and must notify their sites of their absence.

Holidays
Program holidays are days off that are not considered part of PTO. (See your Program Addendum for designated holidays.)

Jury/Witness Duty
PTO must be used for jury/witness duty. Fellows are expected to make every effort to find coverage for their call/night float/shift and must notify their sites of their absence.

Medical Leave
The first two weeks of a medical leave must use PTO (10 days). Fellows are expected to make every effort to find coverage for their call/night float/shift and must notify their sites of their absence. A physician’s note may be required.

Military Leave
PTO may be used for military leave or extend training as needed. Fellows may borrow from a future year PTO days if they have used their annual allotment at the time of leave. Fellows are expected to make every effort to find coverage for their call/night float/shift and must notify their sites of their absence.

Personal Leave of Absence
The first two weeks of a personal leave must use PTO (10 days). Only under unusual circumstances such as a personal or family emergency, will a personal leave of absence be considered. Fellows are expected to make every effort to find coverage for their call/night float/shift and must notify their sites of their absence.

Professional Leave
Attendance at academic conferences that are part of the subspecialty fellowship curriculum typically does not require use of PTO, unless attendance compromises further fellowship curriculum. Approval of time away for attendance at academic conferences should always be obtained from the program director.

Vacation/Sick Leave
Refer to PTO policies above.

Additional Information re: PTO, Disability, and Training Extension

- You have a PTO allotment. When you use PTO, you are on UMN payroll and this time DOES NOT extend your training.
- If you are not in the program completing curriculum (33 months), OR using PTO (3 months), you are not on UMN payroll and this time away extends your training.
• You have short-term and long-term disability benefits provided by a benefits carrier. This carrier is independent from UMN payroll and the program.

• If you qualify for benefits according to the carrier's rules, you can:
  o Receive benefits and use PTO in order to not extend your training OR
  o Receive benefits and be unpaid from UMN payroll, which extends your training.