

**Updated 6/9/2009**

**RESIDENT VACATION/LEAVE:**

For the most up-to-date information regarding housestaff leave policies, please refer to <http://www.med.ufl.edu/benefits/HSFB.shtml>

In addition to these requirements, the Department of Pathology requires that annual leave must be approved **prior** to using leave time (see below) by contacting Robin Foss (if the resident is on a surgical pathology rotation that requires grossing), the rotation supervisor (attending), as well as the chief resident. Upon verbal approval, leave slips for the Veterans Administration Medical Center and the University of Florida must be completed and be signed by all three. Residents are to fill out both Shands and VA leave slips for each absence regardless of where the resident is on rotation. Following signing, leave slips should be turned in to Dept. of Pathology Personnel office, 1329 Building, 4th floor. The personnel in the 1359 building will fax copies of the leave slip to Pam Shafer at the MRVAMC. These slips should be submitted as soon as possible prior to leave usage.

**\*\*\*Annual leave slips must be completed at least 2 weeks in advance (=>1 month is preferred).** This is a REQUIREMENT not a recommendation.

***Vacations may not be taken by residents with autopsies outstanding longer than 30 days.***  
**Rotations during which vacation (and meetings) are prohibited:** Introduction to Clinical Chemistry, Introduction to Hematology, Introduction to Microbiology, Molecular pathology, Cytogenetics and VA Surgical pathology.

Sick leave for employee or immediate family member requires that the same leave slips be completed and signed by the appropriate individuals immediately following return to work. If the resident knows that they have a scheduled doctor's appt., fill out a sick leave slip **BEFORE** the appointment.

**Advancement of leave:** Annual leave is earned biweekly and may be advanced to housestaff. The amount of advanced leave may not exceed that which can be earned during the remainder of the housestaff year. Any advanced leave taken but still unearned at the time of separation from the Department will require an appropriate reduction in the final stipend payment. Advanced leave must be approved by the Program Director.

**Rotations during which vacation (and meetings) are prohibited:** Introduction to Clinical Chemistry, Introduction to Hematology, Introduction to Microbiology, Molecular pathology, Cytogenetics and VA Surgical pathology.

**Sick Leave:** Sick leave may be taken for the following reasons: 1) personal illness; 2) death in the immediate family (spouse, children, parents, grandparents, and siblings of housestaff or spouse). Sick leave may be used for immediate family members who are seriously ill. It is the responsibility of the Chief Resident to insure service coverage. Sick leave records may be periodically reviewed by the Program Director and/or the Residency Training Committee, and issues regarding leave abuse will be taken seriously and punitive measures may be taken.

**Administrative Leave:** Administrative leave may include time away for professional meetings, seminars, exams, and jury duty.

The resident should present any legal summons for jury duty to the Chief Resident, the Departmental Leave Office, and the staff member to whom they are responsible. The time required to attend professional meetings or jury duty is not charged as annual leave. However, additional workdays taken before or after the actual meeting and its required travel time, are charged to annual leave. A maximum of 15 days per year of professional leave is allowed, with approval. A copy of the meeting program/brochure and registration receipt is also required. ***If the resident does not make the approved trip, then they are responsible for immediately notifying the Chief Resident and Program Director and will be expected to assume regular duties or file for appropriate leave. At the discretion of the Residency Training Committee, the resident may be held responsible for any fees, tickets, etc that were incurred.*** The resident must get prior approval from the Chief Resident for time off for Pathology Boards. The actual day of the examination(s) will not be assigned vacation time; however, any travel time or study time will be assigned as vacation time. In addition, the resident is responsible for finding coverage while attending the meeting. A maximum of 15 days per year of administrative leave is available for each resident/fellow to attend conferences at or above the PGY-2 level and 5 days per year for PGY-1 residents. Of note, it is departmental policy that a resident/fellow must have successfully taken the USMLE step III examination prior to any administrative leave.

**Travel Policy/vouchers:** In order for you to attend any professional meetings, rotations, conferences, seminars, etc., a *Travel Authorization Request* must BE completed **at least two weeks** in advance if you expect reimbursement of any kind. If you do not fill out a Travel Authorization Request before your travel, then there is a possibility that you will not be reimbursed for your expenses. The person who is responsible for filling out the necessary paperwork for you will be residency coordinator.

**Note:** Even if you do not need any reimbursement, a COMP travel form **must still** be completed and submitted to the State Travel Office. This is done so that if anything were to happen while you were traveling, then you would BE fully covered by insurance. The person who is responsible for filling out the COMP travel form for you will be the secretary in the Division where you are currently rotating.

A Reimbursement voucher will be filled out when you return from your trip for expenses (mileage, registration, meals, etc.). Original receipts are needed and required by the divisional secretary that filed your Travel Authorization Request.

#### **Educational Conference and Book fund Policy For Residents and Fellows**

All residents/fellows will receive \$500 per fiscal year for books and/or travel. These monies are not intended to pay for taking the USMLE Step III examination, applying for pathology boards, applying for a state license, paying for organizational memberships.

Additionally, a resident/fellow can receive a travel supplement of \$1000 if they are presenting a poster or podium presentation at a national meeting. They must be the first author of such an abstract. The resident must also submit copy of the letter of acceptance that they received from the meeting organizers to document the acceptance. It is anticipated that the resident/fellow will then submit this material for publication in a peer-reviewed journal.

All residents planning to attend a conference must fill out travel papers at least 2 weeks prior to travel. This must be done even if the resident is **not** expecting reimbursement. In addition, leave slips for the MRVAMC and University of Florida must be filled out in advance. MRVAMC leave

slips must be delivered directly to the Chief of pathology at MRVAMC. The Chief Resident must sign all leave forms.

The Chief Resident will be ultimately responsible for monitoring the expenditures of each resident. To facilitate this process, the resident is required to report the amount he/she was reimbursed from the travel fund to the Chief Resident by submitting a copy of the voucher for reimbursement of travel expense (this accompanies the reimbursement check).

In the rare circumstance that a resident had been previously unable to attend any educational conferences, PGY 4 residents will be allowed to attend one educational conference without a formal poster or platform presentation.