In the event of any discrepancies between program policies and the GME policy, the GME policy shall govern.
Board requirements

It is the fellow’s responsibility to discuss any leave time with the program leadership (the program director [PD] and/or program coordinator [PC]) to ensure that training requirements are not adversely affected, which may extend their fellowship training period. For additional information regarding the American Board of Internal Medicine policies related to Leave of Absence and Vacation for Board Eligibility, please visit the ABIM General Policies at:

https://www.abim.org/certification/policies/general/special-training-policies.aspx

Interview Leave Days

- Refer to Resident Employment Agreement for allotment of time.
- Interview days must be approved by the PD only.
- Valid documentation of a scheduled interview is required in order to receive any time off for the interview.
- Notification and coverage of scheduled clinics and rotations must be obtained before the leave request is approved.
- Interview days are tracked by the PC in New Innovations.

Sick Leave

- Refer to Resident Employment Agreement for further clarification.
- Scheduled sick leave requires advance notice to the PC and PD and falls under the same guidelines as vacation, education, and other scheduled leave.
- In the event of unscheduled sick leave, the fellow is responsible for notifying the rotation attending, clinic manager, PC and PD.
- Fellows are responsible for notifying, in writing or by email, the PD and PC when an extended sick or other leave is anticipated or becomes apparent and will follow FMLA guidelines.
- Sick time is not necessary for short duration doctor appointments or tests if the fellow does not miss an assigned clinic or education program.
- If the fellow is absent from an assigned clinic or education program, notification is required in writing to the PC and PD and sick time will be used for the absence.

Holiday & PTO

SJHMC recognizes the following holidays: New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day Thanksgiving Day and Christmas Day.

If the fellow requests to work the holiday, they must do the following:
1. Must inform the rotation director, PD, the PC and other appropriate personnel that they will be working the holiday.
2. Notify the PD and PC, via email, that you plan on working the holiday.
3. The PD or PC will notify the fellow if the request is approved or denied.

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