

Graduate Medical Education

Vacation and Leaves of Absence Summary & Frequently Asked Questions

OVERVIEW

Our institution and all our programs are committed to you continuing and completing your training and taking time needed during illness, parental leave, caregiving, etc. We have flexibility to work with you through the family medical leave act (FMLA), ACGME and the boards. However, you may need to extend training beyond the planned date of graduation based on policies of the relevant board.

Graduation date and schedule impact will be dependent on resident/fellow specialty board requirements and program. These should be discussed with the program director.

Specifically, regarding salary, the different types of Banner Health Leaves are listed below.

Type of leave	Paid or Unpaid
Maternity Leave	STD: 6 Weeks paid at 100%, effective day 1 of employment <ul style="list-style-type: none"> Disability payments are available date of disability. There is no waiting period (no Sick Bank or vacation time needs to be used).
Maternity Leave (Caesarean)	STD: 8 weeks paid at 100%, effective day 1 of employment <ul style="list-style-type: none"> Disability payments are available date of disability. There is no waiting period (no Sick Bank or vacation time needs to be used).
Own Health-Short Term Disability	STD: Max duration 26 weeks (182 days) paid at 100%, effective day 1 of employment <ul style="list-style-type: none"> Disability payments are available date of disability. There is no waiting period (no Sick Bank or vacation time needs to be used).
Own Health -Long Term Disability	Once members max out their STD it would transition to LTD, if approved. <ul style="list-style-type: none"> LTD: Paid out by leave vendor Matrix - \$3,000 flat rate, effective day 1 of employment <p><i>*If you are unable to return to your position, then you will be transitioned automatically to the Long-Term Disability (LTD) claim process, and your claim will be re-evaluated for additional benefits.</i></p>

	<p><i>During the LTD claim process, your LTD examiner will contact you two weeks before your STD exhausts to review the LTD process.</i></p>
ACGME Paid Leave	<p>Effective July 1, 2022: 6 Weeks paid at 100%, effective day 1 of employment</p> <ul style="list-style-type: none"> • Sick Bank will be required to use first and then ACGME benefits <p><i>* ACGME Paid Benefits: Residents are eligible for up to 6 weeks at 100% base pay per program (not academic year) and may only use these paid benefits once in their program.</i></p> <p><i>*Note: Matrix may identify this type of leave as a "Parental Leave, Personal Family Leave, or Federal Medical Leave Act (FMLA)". Leaders are responsible for the timekeeping ensuring pay is entered in MyTime.</i></p>
Personal Leave of Absence	<p>Members are eligible for this type of leave day one of employment</p> <ul style="list-style-type: none"> • Must be approved by Program Directors at their discretion • Maximum duration is 12 weeks • Sick Bank will be required to use first and staff vacation time (as indicated in House Staff Manual) otherwise it is unpaid
Arizona Sick Time	<p>Under Arizona law, Your AZ Sick Bank starts at a zero balance. For each hour you work, you earn 0/.0333 hours in your AZ Sick Bank up to a maximum of 40 hours per year.</p> <p>You may use available hours in your Sick Bank for yourself (or certain family members) in the following circumstances:</p> <ul style="list-style-type: none"> • Medical care or mental or physical illness, injury, or health condition • A public health emergency <p>Absence due to domestic violence, sexual violence, abuse, or stalking</p>
Colorado Sick time	<p>Under Colorado law, Your CO Sick Bank starts at a zero balance. For each hour you work, you earn 0/.0333 hours in your CO Sick Bank up to a maximum of 48 hours.</p> <p>You may use available hours in your Sick Bank for yourself (or certain family members) in the following circumstances:</p>

	<ul style="list-style-type: none"> • Medical care or mental or physical illness, injury, or health condition • A public health emergency • Absence due to domestic violence, sexual violence, abuse, or stalking
Vacation	<p>Per the UACOM House Staff Manual</p> <ol style="list-style-type: none"> 1. A Trainee may use vacation leave with the Program Director's approval and subject to the staffing needs of the program. 2. Trainees are provided four one-week periods of vacation leave each academic year, to be used upon a mutually agreed upon time by the Trainee and Program Director. 3. Vacation leave cannot be carried over from one academic year to the next unless there are extenuating circumstances and with program director approval. 4. Trainees do not participate in Banner Health's Paid Time Off (PTO) plan.
Bereavement	<p>Members are eligible for this type of leave day one of employment</p> <ul style="list-style-type: none"> • Members can take up to three shifts of paid bereavement leave from schedule working during a period of seven consecutive days for immediate family • Members can take up to one shift of paid bereavement leave from schedule working for other family members • This leave needs to be requested through your program director
Additional Leaves (Ex: Jury Duty, Military Duty, etc.)	<p>LOA Grid:</p> <div data-bbox="657 1493 711 1556" data-label="Image"> </div> <p>Leave of Absence Grid (3).pdf</p>

Q: If I need to request a leave of absence, who do I contact?

A: Contact the Banner Health-dedicated leave of absence team at Matrix | Reliance Standard at 888-295-7840, online at matrixabsence.com or download the Matrix eService Mobile app.

Q: What are my benefits if I need a leave of absence for my own medical condition?

A: Contact Matrix to determine Family Medical Leave (FML) and Short-Term Disability (STD) eligibility. You will receive 100% of your base pay up to twenty-six weeks for an approved STD claim. STD Disability eligibility begins on the first day of employment.

Q: What if I exhausted my Short-Term Disability benefits and still need to remain out for my medical condition?

A: If you are unable to return to your position, then you will be transitioned automatically to the Long-Term Disability (LTD) claim process, and your claim will be re-evaluated for additional benefits. During the LTD claim process, your LTD examiner will contact you two weeks before your STD exhausts to review the LTD process.

Q: How does my Program track my time off during an approved leave?

A: It depends on the type of leave for which you are approved. Matrix is the administrator for most Banner leaves of absence.

STD: The Benefits Team will manage the timecard for an approved Short-Term Disability (STD) claim.

ACGME FML: Your Program tracks time off for an approved FML by entering any available Sick Time, and then “Non-Worked Regular” hours. Comment should be added ATO (Approved Time Off) in MyTime.

ACGME Non-FML (Personal Parental Leave/Personal Family Leave): Your Program tracks time off for an approved Parental Leave/Family Leave by entering Sick Time, and then “Non-Worked Regular” hours. Comment should be added ATO (Approved Time Off) in MyTime.

Q: How much Paid Time Off (PTO) do I receive?

A: Residents do not participate in Banner Health’s PTO plan. House Staff are provided four one-week periods of vacation leave each academic year, to be used upon a mutually agreed upon time by the House Staff and Program Director.

Q: What if I have a situation where I need to request additional time off beyond the ACGME (Accreditation Council for Graduate Medical Education) guidelines for my program?

A: Program specific requirements and requests for additional time off must be discussed and approved by your Program Director. For additional resources and benefits, partner with your HR Consultant.

Q: What is the earliest I am able to file for medical or FML claim?

A: You may file for a medical or FML claim as early as 30 days in advance.

Q: If I have questions about my leave, who should I contact?

A: Contact your Matrix examiner 888-295-7840 and www.matriabsence.com

Q: What if my leave was denied and it seems inappropriate?

A: Contact the benefits team at BHDisabilities-Leaves@bannerhealth.com.

Q. What is required when I request leave?

A. You'll need to provide your address, phone number, six-digit Employee ID number, last four digits of your Social Security Number and your Leader's name. For medical leave you'll need to provide your treating physician's information and medical certification paperwork. For non-medical leave other validating documents like school registration is required.

Q. How does Matrix help with ongoing leave management?

A. Matrix reviews your case and within three business days, sends you an eligibility notice and requests any additional information. Matrix then sends you a decision letter so you can establish your estimated return-to-work (RTW) date with your Leader.

Q. What are the eligibility requirements for Family Medical Leave (FML)?

A. Under the Family Medical Leave Act, you are eligible if you've been a Banner team member for at least 12 months and have worked at least 1,250 hours in the 12-month period before FML begins.

Q. What should I do when I can return to work (RTW)?

A. Once your treating physician has determined you are able to return to work (RTW), you will need to visit Occupational Health to have your RTW release reviewed. Occupational Health will review your restrictions and complete a Return-to-Work Clearance Form. You will provide a copy of the Return-to-Work Clearance form to your manager upon your return. If you think you might return to work sooner or later than your estimated return date notify your Matrix Claim Examiner and your Program Director.

Q. What if I'm approved for LTD but don't have a foreseeable RTW date?

A. Please contact the LOA Support Team via email at LOASupport@bannerhealth.com or call MyHR Resource Center at 602-747-6947.

Q. Will my leave affect my graduation date?

A. Each leave request needs to be discussed individually with your program director. This is because each program will have different graduation and/or board certification requirements that may be affected by an extended leave. Because some extended leaves may require an extension in training to meet these requirements, each leave request should be discussed with the program director.