Policy: 200-050385-044

Health Maintenance Appointments and Personal Days Policy

POLICY:

Harbor UCLA's Residency and Fellowship programs seek to provide a learning environment that values residents and promotes practices that support physician health and wellness.

Per ACGME Program Requirements for Graduate Medical Education:

VI.C.1.c).(1) Residents must be given the opportunity to attend medical, mental health, and dental care appointments including those scheduled during their work hours.

Procedure:

1. Medical Appointments can be scheduled when needed by the resident and can occur during scheduled work hours on any rotation.
   a. Residents should Notify the program as timely as possible about scheduled appointments
   b. Residents should bring a work excuse for appointments at the time of return to work.
   c. Time away will be coded with available time
   d. Required repeat/recurrent appointments should be discussed with the program director so appropriate accommodations and communication can be made.
2. A maximum of **4 days (32 hours)/year (coded 032 time)** are provided for personal days.
   a. Personal days should follow the below procedures:
      i. Request must be made at least **30 days in advance** via the requested process as the program dictates.
      ii. No more than one request can be utilized in one rotation block (defined by a 4-week period)
      iii. Each program will designate which person will have the authority to approve requests (e.g., chief residents, PD/APD, program coordinator)
      iv. Each program may apply program-specific restrictions to the utilization of these days.
      v. Requests cannot be used when on rotations outside the Home Department
      vi. Programs may establish program specific methods of covering these shifts to promote equity in shift coverage among residents.

Certifying medical boards have established policies regarding the required time in training. Programs should be knowledgeable of the specific time required by medical boards and inform residents yearly that the program is accountable to these requirements and limitations regarding the number of days away from training. These specialty policies may restrict the amount of personal time that can be utilized