

Reporting UT Resident Time Off

In order to be in compliance with the UT Health Science Center and its Graduate Medical Education Policies, the UT College of Medicine Chattanooga implemented the use of a monthly UT Resident* Time Off Form as of July 1, 2015. This action was first approved by our Graduate Medical Education Committee at its April 2015 meeting. Maintaining these forms should assist Residents* and Residency Program Coordinators in tracking all time off taken by Residents each year.

Procedure:

- All Residents will be required to complete the Resident Time Off Form each month throughout training – even if no time off is taken during a given month.
- If no days off are taken, the Resident will complete the top portion of the form with Name, Month Year, and Program, and sign the form at the bottom.
- Coordinators will enter the individual UT Personnel # on each form for Residents.
- Residents should sign each form.
- Residents should only report time off – not time worked – on this form.
- Residents should not list the “one day off in seven” or your weekends that are regularly scheduled time off on this form.
- This form is to accurately and truthfully report and document annual leave (vacation), sick leave, conference leave, and any other time off each month.
- Failure to report truthful information about time off is a violation of ethical and professional standards and may impact a Resident’s evaluations and recommendations.
- Residents will enter a “1” for each day they are reporting off – this reflects a number of days and not hours since hours can vary tremendously between departments and rotations.
- UT policy officially states that interview days should be taken from the three weeks annual leave (15 Mon – Fri working days). However, the DIO has agreed to leave that to each department’s discretion. If additional interview days are granted during the final year of residency or fellowship in Chattanooga, this can be no more than five additional working days with pay.
- If your department permits Residents to take off personal days, or interview days outside regular vacation, that would be reported as “Other Leave.”
- Any sick leave or Family Medical Leave beyond paid vacation and paid sick leave should be listed as “Other Leave.”
- Days during the Christmas and New Year’s Holidays should be listed under Annual Leave since this is part of the three weeks’ vacation provided each Resident.
- Residents permitted to be off for any other holidays that their departments and clinics are closed should list those days under “Other Leave.”
- Residents will continue to log duty hours and vacation via the Duty Hours portion of the New Innovations System.
- Every Resident must complete this form at the end of each month, print, sign, and give to the Coordinator by the 15th of the following month.
- In June each year, each Resident who is leaving must submit to the Coordinator by the last working day when they exit with the department.

New: COVID Quarantine

The 2020 Coronavirus Pandemic has forced us to better plan for the unexpected. In the event that a Resident is exposed to a COVID-19 Positive Patient and is advised to quarantine for 14 days per CDC and hospital guidelines, the time should be reported as COVID Quarantine in the New Innovations Duty Hours. If the Resident is able to continue to work from home during the quarantine, then reporting the time as Sick Leave would not be necessary. However, if the Resident develops symptoms and is unable to participate in assigned education, didactics, eChart documentation, research, etc., then regular Monday through Friday COVID Quarantine Sick Leave should be documented in the Resident Time Off Reports.

Submitting the Form

Once a Resident has submitted the form to the Coordinator, the Program Director must sign and approve the record of time off by the 20th of the month. Then the paper form should be scanned and uploaded into the Resident's New Innovations Personnel Data record under "Attached Files" in the folder marked "1-Resident Time Off Sheets". Coordinators should complete a spreadsheet template for all Residents in the Program and forward that to Jacqueline Hogan, GME Financial Specialist in the GME Office, by the end of each month.

We strongly recommend that each Coordinator s maintain the spreadsheet in their program since Program Directors need this for semi-annual meetings with Residents and when approving leave requests.

*The term "Resident" refers to both Resident and Fellow trainees.

Revised and Approved by the GMEC 5/16/2017. Administrative edits 6/20/2020.