

GMEC approved April 16, 2026

4.8. Vacation and Leaves of Absence

ACGME Institutional Requirements

4.8. Vacation and Leaves of Absence The Sponsoring Institution must have a policy for vacation and leaves of absence, consistent with applicable laws. (Core)

Purpose

This Policy provides an overview of paid and unpaid vacation and leaves of absence for the Graduate Medical Education (GME) Department at the University of Missouri – Kansas City School of Medicine (UMKC SOM). GME supports providing Residents with time away from training for needs while also supporting the ability of Residents to meet the training requirements to become eligible for Board Certification from the applicable ABMS Board.

This Policy explains the possible impact any leave of absence may have on the completion of a Residency Program and the Resident's eligibility for Board Certification.

Scope

This Policy applies to all Residents who are employed by UMKC. Non-UMKC SOM employed Residents are subject to the policies where they are employed, coordinating with UMKC SOM GME to monitor that the policies governing these Residents are consistent.

Vacation Days - Residents receive 21 vacation days per Program Year. Vacation days are earned at the start of each Program Year. Vacation days are prorated for Residents with a less than a 12-month Program Year. Vacation days do not accumulate year-to-year, and any remaining vacation days will not be carried into the next Program Year or paid out when the Resident leaves the Program. The Program Director ("PD") shall make decisions if and when vacation days may be taken.

Pursuant to Policy HR - 420, Residents also receive ten (10) days off one time during their Program. Five of these days are paid and five days are unpaid. Residents are encouraged to use this time off during a Program Year in which FMLA or other leave of absence is taken.

Sick Days - Residents are awarded one sick day per month during each Program Year. (A 36-month Program would award 36 sick days). Sick days may accumulate from year-to-year, but any remaining sick days will not be paid out when the Resident leaves the Program. Sick days may be used for the Resident's own illness, injury, pregnancy, or preventative care, or for an immediate family member's illness, injury, pregnancy, or preventative care.

Meetings/Conferences - At the discretion of the PD, Residents who are in their second Program Year or higher may receive five paid days per Program Year for meetings or conferences. These days do not accumulate from year-to-year, and any remaining days are not paid out when the Resident leaves the Program.

Types of Leaves of Absence

Medical, Parental, and Caregiver Leave – Residents are entitled to paid six (6) weeks' time off once during their Residency Program for a Medical, Parental, and Caregiver Leave. See Policy HR-420 for the leave entitlement permitted.

If the Resident is eligible for FMLA, the Medical, Parental, and Caregiver Leave shall be managed pursuant to Policy [HR-407](#). If the Resident is not eligible for FMLA, the Medical, Parental, and Caregiver Leave shall be managed as set forth in Policy [HR-408](#).

Workers Compensation - If a Resident sustains a personal injury or occupational disease arising out of or in the course of the Resident's employment, the Resident is entitled to paid time off to obtain medical attention on the day the injury occurred, or occupational disease presents itself and any subsequent treatment related to that injury or illness. It is the responsibility of the Resident's Program Director or designee to submit a "Report of Injury" within 24 hours of the injury or illness. Please see [Work-Incurred Injury or Illness policy](#).

Bereavement - A Resident may use a maximum of three paid days (24 hours) of Bereavement leave during the period starting on the date of death and ending on the tenth calendar day after the funeral. If more than three days are required, with PD approval, the Resident may use paid Personal Leave days. Bereavement leave includes time to make funeral arrangements; attend funeral; take care of post-death needs; and grieving. Bereavement leave may be taken for the following individuals: spouse; parent (including stepparent); grandparent/ great grandparent; grandchild; child (including stepchild and foster child); sibling; parent-in-law; and sponsored adult dependent.

Military – A Resident who is a member of the armed forces is entitled to Military leave as set forth in Policy [HR-405](#).

Tracking

All leave is managed and tracked by the Resident's Residency Program. The PD is responsible for approving any time off for paid leave except FMLA. Resident leaves of absence are monitored by the Program Coordinator ("PC") and put into the Block schedule. The PC then emails GME, GME Finance, and GME HR to notify of any Resident leaves of absence, e.g., start & end date, unpaid leave, and extension of training for billing and salary adjustments, and update the Resident training record. Payroll updates need to be recorded no later than the tenth of the month.

Process for Requesting a Leave of Absence

FMLA - If a Resident is eligible for leave under the FMLA Policy, the Resident shall notify the PD and UMKC SOM HR Representative of a need for FMLA leave and an estimate of the timing and duration of the leave. Whenever possible, at least thirty-calendar days' advance notice should be given. The Resident must contact the umleaveadmin@umsystem.edu (573-882-6327) and file a claim for FMLA.

Personal Leave of Absence - The Resident must notify the PD of the need for a personal LOA under Policy [HR-408](#). Accompanying the request should be an estimate of the timing and duration of the leave. Whenever possible, at least 30 calendar days advance notice should be given and requires the submission of a [Request for Leave of Absence Form](#). The Resident shall complete and submit the Form to the PD for approval. Once approved by the PD, the Form will be sent to UMKC GME DIO for signature.

Military Duty – For a military duty leave of absence, a Resident shall submit a [Request for Leave of Absence Form](#) to the PD. The PD must grant a military leave of absence. A form must be submitted for each period of absence for military service of less than 30 calendar days.

Return from Leave

For all leaves of absences related to a Resident's serious health condition (as defined in Policy [HR-407](#)), the Resident must meet the terms of the Policy [HR-407](#) or [HR-408](#), as applicable.

Impact on Completion of the Program

Each Program will have specific criteria for satisfactorily completing the Program as well as each level (Year) of training. Extensions to successfully complete the Program may be granted by the PD if the Resident needs more time to meet the ACGME requirements, the requirements for Board eligibility, and/or the Resident is not ready to enter independent practice.

Impact on Eligibility for Board Certification

Residents should read the written policies for eligibility for Initial Board Certification developed by the individual specialty Boards recognized by the American Board of Medical Specialties (ABMS). These policies are followed, without exception, by all Residency Programs.

References:

[Policy HR-405, Military Leave](#)

[Policy HR-407, Family and Medical Leave Act \(FMLA\)](#)

[Policy HR-408, Leaves of Absence](#)

[Policy HR-412, Bereavement Leave](#)

[Policy HR-420, Medical Resident Leaves](#)

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