

**Graduate Medical Education Policy on  
Vacation and Other Leaves of Absence  
Laboratory of Pathology, ACGME Training Programs  
Anatomic Pathology, Hematopathology, Cytopathology**

Editorial Revision, October 4, 2011

Background: The Laboratory of Pathology has adopted the NIH Graduate Medical Education Policy on Vacation and Other Leaves of Absence, which has been instituted for all NIH ACGME-accredited programs.

Vacation:

1. Annual leave is accrued at a rate of 4 hours/pay period for all newly hired government employees.
2. Normally there are 26 pay periods in a calendar year. For employees with over 3 years of credited Federal Government service, annual leave is accrued at the rate of 6 hours/pay period.
3. For those entering Federal Government service for the first time, as a recruitment incentive under the Federal Workforce Flexibility Act, all prior non-Federal work experience that is applicable to the position at NIH to which the Resident is being appointed may be applied as a credit to increase the annual leave accrual rate, assuming that the skills and experience that the employee possesses are essential to the position at NIH and that use of this incentive can be justified as serving the interest of the NIH.

Sick Leave:

1. Sick leave is accrued at the rate of 4 hours/pay period and will be approved by the LAO.


Parental Leave:

1. Please see information on Family and Medical Leave Act (FMLA) and Family Friendly Leave at the following website: <http://hr.od.nih.gov/benefits/leave/leaveguide.htm#fmla>


Additional Leave Information:

1. Policy on the effect of leave for satisfying completion of program: If extended leave of greater than one month per year is taken due to illness, maternity/paternity or other approved circumstances, the duration of the residency will be extended. This will be determined on an individual basis, conforming to all ACGME and applicable specialty board requirements.
2. These determinations are made in consultation with the Program Director. The *NIH Leave Guide for Civilian Employees* is available for review at <http://hr.od.nih.gov/benefits/leave/leaveguide.htm>.


**Approved on behalf of the Laboratory of Pathology:**

  
\_\_\_\_\_  
Stefania Pittaluga, M.D., Ph.D.  
Program Director, Hematopathology

10/4/11  
Date

  
\_\_\_\_\_  
Armando Filie, M.D.  
Program Director, Cytopathology

10/5/11  
Date

  
\_\_\_\_\_  
J. Carl Oberholtzer, M.D., Ph.D.  
Program Director, Anatomic Pathology  
Branch Chief, Lab of Pathology

10/5/11  
Date