



## **Institutional policy for vacation and leave of absence:**

Kettering Health (“KH”) recognizes that a resident or fellow may, from time to time during their employment, need to arrange for time off from work. Residents and fellows are provided twenty (20) days of paid time off (“PTO”) per year. Additionally, Kettering Health has a Leave of Absence Policy, which applies to all employees, including residents and fellows, and outlines the various forms of leave that employees may be eligible to take including FMLA, personal (including educational) and extended medical leave. Military leave is provided for under Kettering Health’s Call to Duty Policy in accordance with applicable laws. A Leave of Absence (LOA) may be a paid or unpaid based on the availability of paid time off (PTO), legal/accreditation requirements and/or the applicability of paid leave benefits policies.

With respect to FMLA leave, residents and fellows are eligible to take up to six (6) weeks of such leave, continuously or intermittently, immediately upon hire. Additionally, residents and fellows are provided thirty (30) days (6 weeks) of PTO (beyond the 20 days outlined in the above paragraph) to be applied concurrent with FMLA leave approved and used during the course of their residency/fellowship.

The Program Director will provide residents/ fellows with information regarding the impact of an extended LOA on satisfactorily completing the program and upon the residents’/fellows’ eligibility to participate in examinations by relevant certifying board(s).