

Attendance & Leave Information

Paid Time Off

Paid Time Off (PTO) is leave with pay provided to Clinical Fellows, Resident Physicians and Pharmacy Residents for the purposes of:

- vacation;
- personal business including religious observances;
- absences necessitated by the illness or disability of the Clinical Fellow, Resident Physician or Pharmacy Resident including illness or disability caused by pregnancy or childbirth;
- illness or death in the Clinical Fellow's, Resident Physician's or Pharmacy Resident's immediate family;
- personal visits to a doctor or dentist.

Clinical Fellows, Resident Physicians and Pharmacy Residents shall be credited with two weeks (80 hours) of PTO each academic year (July 1 – June 30) while in these titles at Roswell Park. PTO will be prorated when the start date falls outside of the academic year. PTO is not cumulative. If any unused PTO credits remain on the date preceding the anniversary date on which new PTO credits will be issued, they shall be canceled. There shall be no payment for unused PTO at the time of separation, retirement or death.

PTO may only be taken at a time convenient to and approved in advance by Roswell Park, but PTO for religious observances shall be granted on the days and hours required insofar as it does not interfere with the proper conduct of Roswell Park functions.

Holidays

Clinical Fellows, Resident Physicians and Pharmacy Residents shall be eligible, when operational needs allow, to have the following holidays as additional PTO. The time off must be approved by the supervisor at least 2 weeks prior to the actual holiday.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Clinical Fellows, Resident Physicians and Pharmacy Residents are expected to work on the following operational holidays:

- Lincoln's Birthday (float holiday – operational)
- Washington's Birthday (operational holiday)
- Columbus Day (operational holiday)
- Election Day (float holiday – operational)
- Veterans' Day (operational holiday)

If any of the holidays referenced above are worked, the Fellow or Resident shall receive compensation for time worked on such days and any applicable holiday compensation. However, they will not be eligible to receive any compensatory time off. Fellows and Residents shall not be entitled to any other leave provided to other Roswell Park employees through Roswell's Merit Board Rules or the current collective bargaining agreement between PEF and the State of New York.