



Sam Houston State University

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

College of Osteopathic Medicine

Graduate Medical Education

Sam Houston Regional Education Consortium (SHREC)

RESIDENT/FELLOW SALARY AND BENEFITS POLICY

Origination date: June 11, 2019	Policy owner: Graduate Medical Education Administration
Effective date: July 1, 2025	Policy contact: Director of Graduate Medical Education
Last review date: May 21, 2025	ACGME Institutional Requirement #: IR IV. G.1., IV. H

SCOPE:

This policy applies to all SHREC Accreditation Council of Graduate Medical Education (ACGME)-accredited Programs at Sam Houston State University College of Osteopathic Medicine (SHSU-COM).

POLICY:

Benefits

Current information on salary, benefits, and educational stipend amounts will be posted on the website annually. Current information on benefits is posted on the Sam Houston State University Human Resources website <https://www.shsu.edu/dept/hr/>

Vacation and Sick Leave

Residents/Fellows receive 15 paid vacation and 10 paid sick leave days total per contract period. Vacation and Sick Leave are requests that require the Program Director's approval. Unused Vacation and Sick Leave do not accrue and expire at the end of each contract period.

Holiday Leave

Holiday scheduling for residents/fellows is rotation-specific by program. The educational requirements and the 24-hour operational needs of the hospital are taken into consideration when scheduling holiday time off.

Medical, Parental, and Caregiver Leave

Residents/fellows will be provided with a minimum of six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with applicable laws at least once and at any time during an ACGME-accredited program, starting the day the resident/fellow is required to report.

- Resident's/fellows will be provided with 100 percent of their salary for the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken.
 - Residents/fellows must first use any available sick and vacation time at the outset of leave under this Medical, Caretaker, and Parental Leave provision.
 - While such paid leave is limited to six weeks, residents/fellows may be eligible for additional, unpaid leave under FMLA or other unpaid leave policies.



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- Residents/fellows will be provided with a minimum of one week of paid time off reserved for use outside of the first six weeks of the first approved medical, parental, or caregiver leave(s) of absence taken during the contract period in which the leave is taken.
- Continuation of health and disability insurance benefits will be ensured for residents/fellows and their eligible dependents during any approved medical, parental, or caregiver leave(s) of absence.

Other Types of Leave

Bereavement Leave

A resident/fellow shall be granted, upon request to the program director, up to 3 days off to attend the funeral of an immediate family member.

Continuing Medical Education Leave and Administrative Leave

See policy.

Military Leave

The resident/fellow must notify the program as soon as they are called to active military duty. It is incumbent upon the Program Director to notify both the individual Review Committee and the appropriate medical specialty Board of this change in status.

REASON FOR POLICY

The Accreditation Council for Graduate Medical Education (ACGME) requires that the Sponsoring Institution, in partnership with its ACGME-accredited programs and participating sites, provide all residents/fellows with financial support and benefits to ensure that they are able to fulfill the responsibilities of their ACGME-accredited programs.

PROCEDURES

The program is responsible for defining and communicating the following items, including but not limited to:

- The vacation and sick leave policy.
- The process for requesting time off.

Programs are responsible for tracking time off for all leaves to ensure that residents are provided with accurate information regarding the impact of an extended leave of absence upon the criteria for satisfactory completion of the program and upon a resident's/fellow's eligibility to participate in examinations by the relevant certifying board(s).

Programs must work with their residents/fellows to report all leaves in the Residency Management Suite (RMS) according to instructions received by Human Resources. Programs must also forward documentation to HR for leaves that extend the trainee's time in the program.



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Leaves of Absence

Resident/Fellow must check with their program to determine:

- The type of paperwork that needs to be completed.
- If they qualify for Family Medical Leave Act (FMLA).
- How pay will be impacted.
- How benefits need to be coordinated.
- If their leave will extend their time in the program.

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