

## SECTION ONE – BENEFITS AND AMENITIES

**POLICY NO: 1.1**

**SUBJECT: BENEFITS**

---

### **I. PURPOSE**

To identify individual benefits available to members of the house staff.

### **II. RESPONSIBILITY/REQUIREMENTS**

#### **A. Vacation**

1. Each house officer is eligible for four (4) weeks of paid vacation each year. Vacation hours may not be carried over from one academic year to the next.
2. Each training program may define their vacation policy. In no case, however can vacation hours be taken in less than weekly increments or exceed two consecutive weeks.
3. Each Program Director will request that each house officer submit a vacation request during the fall of each year for the following academic year. While every effort will be made to accommodate each house officer's first request, it may not always be possible.
4. If a regular holiday falls during the scheduled vacation, the house officer may designate whether the hours are charged against vacation hours or holiday hours. Holiday hours may be used to extend the length of the vacation with the approval of the Program Director. If a death in the family should occur during the vacation, the vacation period may be extended in accordance with the hospital's "Condolence Leave" Policy. If the house officer becomes ill during the vacation, accrued sick time may not be substituted in lieu of vacation time.
5. Vacation time may be used during a Medical Leave of Absence only after all accrued sick time has been exhausted. Pay in lieu of vacation is not permitted.

#### **B. Holidays**

1. House staff are entitled to the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
2. Scheduling a day off shall be with the approval of the Program Director. A "Request for Time Off" form must be submitted and approved in advance of the alternate day off.
3. A house officer who calls out the day before or after a scheduled holiday will forfeit holiday pay unless a physician's statement is provided.

#### **C. Sick**

1. All house staff members are eligible to receive two (2) paid sick days per quarter when time is lost due to personal illness or injury.

2. Unused sick days may not be carried over to the next quarter.
3. If a house officer is not able to report to work as scheduled, he/she must notify the Program Director by telephone as far in advance as possible. In the circumstance that the house officer is absent from work more than two (2) consecutive days, he/she must provide a physician's note and receive clearance from the Employee Health Services Department before returning to work.
4. Any house staff member who calls in sick during a weather emergency will not be paid unless he/she produces an acceptable note from a physician at the start of the next scheduled shift.

**D. Meals**

1. All members of Saint Peter's University Hospital house staff who are assigned overnight call are entitled to a meal allotment each month.
2. The meal allotment of script or cafeteria credit shall be equal to the number of on-calls that the house officer is assigned during that month.

**E. Parking**

Parking is provided at Saint Peter's University Hospital at no cost to members of the house staff.

**F. Professional and General Liability/Insurance**

1. Saint Peter's University Hospital provides coverage for all activities performed by members of the house staff within the scope of employment at the hospital including activities duly authorized as part of the training program to which the house officer is appointed. Coverage includes both professional liability and general liability.
2. Coverage applies to authorized activities performed at Saint Peter's University Hospital or sites affiliated with the hospital for training purposes. Coverage does not apply to any acts or omissions that transpire outside the scope of employment at the hospital and/or outside the authorized scope of the Saint Peter's University Hospital training programs including all moonlighting activities (See "Moonlighting" Policy, V.2).

**G. Group Benefit Program**

1. Medical Insurance
  - a. All members of the house staff and their families are provided the opportunity to participate in the group benefit medical insurance program provided by Saint Peter's University Hospital. Such coverage is effective July 1 and is subject to the completion of the appropriate forms and a bi-weekly payroll deduction.
  - b. Payment for medical expenses is based on "reasonable and customary" fees subject to a co-payment and annual deduction.

2. Prescription Drug Plan

All members of the house staff and their families are eligible to participate in the hospital's prescription plan at no additional cost subject to a co-payment

for each prescription. Coverage is effective July 1 and upon completion of the appropriate forms to obtain medical insurance.

3. **Vision Care Plan**  
All members of the house staff and their families are eligible to participate in the hospital's vision care plan at no additional cost. Coverage is effective July 1 and upon completion of the appropriate forms to obtain medical insurance.
4. **Dental Care Plan**  
All members of the house staff and their families are eligible to participate in the hospital's dental care plan. Participation is voluntary and subject to a bi-weekly payroll deduction. The cost of the plan is dependent on the coverage provided by the plan.
5. **Group Term Life Insurance/Basic AD&D**  
All members of the house staff are eligible for group term life insurance in the amount equal to the house officer's base annual earnings. Basic AD &D is provided equal to base life insurance. Supplemental life insurance may be purchased up to two (2) times the annual earnings at the house officer's expense based on salary and age.
6. **Temporary Disability Insurance**  
All members of the house staff are included in the New Jersey Temporary Disability Plan, which provides payments to employees who are unable to work as a result of non-work connected illness or injury. The plan provides a weekly benefit equal to 2/3 of the house officer's base weekly salary up to a maximum, which is determined by the state each calendar year (see "Temporary Disability Insurance" Policy)
7. **403(b) Tax Shelter Annuity**  
All members of the house staff are eligible to participate in a 403(b) tax shelter annuity. Each house officer may contribute up to a pre-established annual maximum each year (\$15,500 in 2007). Participation is voluntary and immediate. All contributions are pre-tax.

*Revised: 4/2007*

*Reviewed & Approved: 8/2010*