

# TEMPLE UNIVERSITY HOSPITAL GRADUATE MEDICAL EDUCATION POLICIES AND PROCEDURES

NUMBER: TUH GMEC – 204 (Formally TUHRAC – 204)  
TITLE: Residents Stipends and Benefits  
EFFECTIVE DATE: 07/00/1998  
LAST REVIEWED: 09/01/2005, 08/01/2006, 05/22/2007, 08/2009  
LAST REVISED: 01/07/2011; 10/31/2014; 4/24/2016  
REFERENCES: Temple University Health System Administrative Policies and Procedures  
TUHS-FIN-100 Travel Business Expense Policy

## PURPOSE

This policy and procedure outlines the existing stipend (salary) and benefits for residents at Temple University Hospital.

## POLICY

It is the policy of Temple University Hospital that resident stipends and benefits shall be established in accordance with Hospital and University guidelines and shall be applied equally and without exception across each post graduate year to all residents in good standing. A resident who is suspended or on institutional probation may not be eligible for certain benefits as outlined in the conditions of suspension or probation

## PROCEDURES

### *Stipends*

1. A scale of resident stipends, from PGY1 through PGY 8, is established in accordance with available resources each year. The scale is progressive and reflects an increased stipend for each post graduate year.
2. Residents within any given PG year in an ACGME approved program receive equal stipends. No exceptions are permitted.
3. When a resident progresses from one PGY level to the next, the stipend is adjusted to reflect the progression. A resident who progresses to the next level will automatically have the stipend increase at next scheduled pay period start and will be retroactive to advancement date.

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4. A resident who is retained at his/her PGY level or on departmental or institutional probation cannot be advanced to the next PGY level. Accordingly, his/her stipend will not be advanced.
5. To ensure that Temple University Hospital maintains competitive stipends, stipends of similar teaching institutions are compared and contrasted with Temple University Hospitals. The Association of American Medical Colleges (AAMC), the Council of Teaching Hospitals (COTH) reports may be used as a benchmark tool and other relevant data may be used as available.
6. The Graduate Medical Education Committee reviews benchmark data and makes recommendations to the CEO for the per year stipend scale.

#### Benefits

1. Resident benefits are established in accordance with Hospital and University guidelines.
2. All residents receive the following benefit package:
  - A. **VACATION** – Residents are entitled to Three (3) weeks paid vacation. All vacations must be scheduled with the approval of the respective Program Director. Vacation time is NOT cumulative year-to-year and must be exhausted within the year governed by the resident’s appointment agreement (contract). Exceptions to this rule are rarely granted and can only be done so by the DIO.
  - B. **PAID HOLIDAYS** – All residents, regardless of PGY level, receive eight (8) scheduled holidays (July 4, Labor Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Day and Memorial Day) and three (3) discretionary holidays per contract period. All holidays must be scheduled in accordance with departmental rules governing clinical responsibilities, routine and requirements of the department. Paid holidays must be approved by the Program Director.
  - C. **SICK TIME** – All residents, regardless of PGY level, are entitled to ten (10) paid sick days per contract period. Sick time is granted, by the Program Director, in accordance with departmental rules when a resident is unable to perform his/her duties due to his/her own personal illness. Sick time is cumulative per each contract period; however, each residency must comply with the rules and regulations which govern the amount of time a resident is permitted to be absent from his/her program and in compliance with their Specialty Board’s eligibility for certification requirements. In many cases, extended sick time (medical leave) can impact the resident’s ability to finish the program on time. In such cases, the time must be made up before the resident may successfully graduate from the residency.

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**D. FUNERAL LEAVE** – All residents, regardless of PGY level, are entitled to paid time off due to death of a family member in accordance with the following schedule:

1. Four (4) Days – spouse, parent, child, sister or brother
2. Three (3) Days – grandparent, father-in-law or mother-in-law
3. One (1) Day – brother or sister-in-law

**E. JURY DUTY** - Time spent on Jury Duty is paid time; however, upon returning from Jury Duty, the resident must endorse the check received from the court to Temple University Hospital.

**F. EDUCATIONAL ALLOWANCE** - As part of their residency, TUHS Residents are entitled to an education allowance up to a maximum of \$1,500 to be used for conference attendance or board preparation programs. The maximum of \$1500 can be shared between two separate occurrences. This allowance can be used at the resident's discretion, with the approval of the program director, during their residency training and as long as the expenses are for bona fide business purposes and comply with the requirements of this policy. The residents must incur the expense and submit a Travel & Business Expense Report within 30 days of the incurred expense in order to be reimbursed for the allowance. Graduate Medical Education reserves the right to deny all expense reimbursements submitted over the 30 days of incurred expense.

**G. TUITION CREDIT** – All residents, regardless of PGY level, may receive credit for half tuition at the start of the term for up to six (6) credit hours. After successful completion of the course(s), the remaining half tuition, paid by the resident at course enrollment, will be returned to the resident. Tuition credit is not provided for courses taken at Temple's Schools of Law, Medicine, Dentistry or Podiatry. Application for tuition credit must be approved by the residency Program Director. Residents not on Hospital/University payroll must make tuition credit arrangements well in advance of course enrollment and have such arrangements approved by the Hospital Chief Executive Officer.

**H. LAB COATS and MEALS** – Lab coats are provided, at no cost to the resident, up to an allowable limit, on an annual basis. Meals are provided, at no cost to the resident, up to an allowable limit when the resident has on-call responsibilities as part of his/her clinical training. Please see TUH GMEC - 300 for specific details.

**I. MATERNITY LEAVE** – Temple University Hospital treats pregnancy as any other temporary disability. A resident may work as close to delivery as she wishes with the written approval of her physician. If a resident is unable to continue with clinical responsibilities due to disability arising from or related to pregnancy, she must use accumulated sick time, vacation and personal discretionary holidays prior to requesting an unpaid medical leave of absence. Accumulated sick time, vacation and personal

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discretionary holidays may also be used for absence due to childbirth and the time immediately following childbirth

Unpaid medical leaves of absence must be approved by the residency Program Director to ensure that specific clinical program requirements can be met for graduate training. Such requirements vary from program to program. The resident should contact the Benefits Section of the Hospital Human Resources Department regarding the status of all benefits while on unpaid medical leave of absence.

**J. PATERNITY LEAVE** - Temple University Hospital does not have a formal policy regarding paternity leave. In general, expectant/new fathers may use accumulated vacation and/or personal discretionary holidays as paternity leave. Paternity leave must be approved by the Program Director within the parameters of the specific clinical program requirements necessary for completion of graduate training.

**K. FAMILY and MEDICAL LEAVE OF ABSENCE** – A resident with at least one (1) year of service in his/her residency program is eligible for an unpaid family and medical leave for a maximum of twelve (12) weeks in accordance with the Family and Medical Leave Act. Family and medical leaves may be used for a resident's own serious personal illness, for the serious illness of a family member (spouse, mother, father and children only) or to care for a newborn or newly adopted child.

A resident requesting a family and medical leave must, when possible, discuss how such time will be made up in order to satisfy the specific clinical program requirements of the residency program. Also, when feasible, the request for family and medical leave should be made to the Designated Institutional Official as far in advance as possible.

**L. PERSONAL HEALTH INSURANCE** – Temple University Hospital offers several types of personal health insurance to residents and their dependents. The specifics for each plan are may be obtained from the Benefits Section of the Hospital Benefits Department. Residents may change from one plan to another or change certain benefit options in conformance with the regulations governing such changes. The Hospital Benefits Department is the best source of current information regarding changes in personal health insurance.

**M. DENTAL HEALTH INSURANCE** – Temple University Hospital offers, free of charge, dental insurance to all residents. The dental plan provides for basic and preventive dentistry up to a maximum allowable benefit. The specifics of the plan are may be obtained from the Benefits Department.

**N. TERM LIFE INSURANCE** – Temple University Hospital provides \$10,000 term life insurance to residents free of charge. Residents may also enroll in a contributory Group

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Term Life Insurance Plan that provides extensive benefits. The specifics of the plans may be obtained from the Benefits Section of the Hospital Personnel Department.

- O. SURVIVOR INCOME PLAN** – Temple University Hospital offers a contributory Survivor Benefit Life Insurance plan. This plan provides a monthly payment to qualified survivors in the event of the resident’s death, over and above the death benefit paid under the Term Life Insurance. There is a maximum annual stipend calculation associated with this plan. The specifics of the plan may be obtained from the Benefits Section of the Hospital Personnel Department.
- P. ACCIDENTAL DEATH and DISMEMBERMENT INSURANCE** - Residents may enroll in a plan of Accidental Death and Dismemberment benefits to help meet the financial burden caused by the sudden nature of accidents. The resident pays the full cost of this benefit if he/she chooses to enroll. Cost is determined by the extent of the coverage selected. The specifics of the plan may be obtained from the Benefits Section of the Hospital Personnel Department.
- Q. VOLUNTARY SHORT TERM DISABILITY** – **Optional short term disability insurance may be purchased and would supply 60% replacement income in the event of an off the job injury or illness.**
- R. LONG TERM DISABILITY INSURANCE** – Temple University Hospital provides, free of charge, Long Term Disability Insurance for all residents. **AFLAC Supplemental Insurances** – Residents may purchase supplemental group insurance plans through AFLAC.
- Q. CREDIT UNION** – Optional – Residents may join the Philadelphia Federal Credit Union.
- R. LIABILITY** - Temple University hospital will secure and maintain professional liability malpractice insurance coverage (including the purchase of tail coverage if the policy is claim made) in a form and in amounts not less than the amounts required by laws of the Commonwealth of Pennsylvania, plus surcharges required by the Pennsylvania Medical Care Availability and Reduction of Error Fund (“MCARE Fund). The insurance and surcharge will only cover house staff professional activities provided as a part of the Program. Any insurance or surcharges for professional activities provided outside the scope of the Program, whether provided before, during or after participation in the Program is the sole responsibility of the house staff officer and includes, in part, moonlighting. In consideration of the hospital purchasing the insurance house staff will be asked to assign any and all rights under the insurance policy to the hospital including, but not limited to, the authority of control, defend and settle all claims and lawsuits that

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arise due to related to house staff participation in the Program. This assignment shall survive the expiration or termination of the house staff officer's appointment.

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Note: ACGME makes no distinction between interns, residents, and fellows. All levels are referred to as "residents".

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## **APPROVALS**

*Note: The signed original of this policy is on file in the Office of Graduate Medical Education*

Approved by:

Date Signed:

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