

POLICY MANUAL

Date of Issue: 11/94

Policy # GME-8242-005

Revisions: 12/01, 12/03, 7/07

Department of Primary Responsibility:
Academic Division– Graduate Medical
Education

Subject: VACATION LEAVE

Distribution: Program Directors, Residents

POLICY:

- First Year Postgraduates (PGY1) are authorized 2 weeks (10 'week' days Monday through Friday, with contiguous weekends not to exceed a total of 14 days).
- Second Year Postgraduates (PGY2) are authorized 3 weeks (15 'week' days Monday through Friday, with contiguous weekends not to exceed a total of 21 days).
- Third Year and Above Postgraduates (PGY3 & above) are authorized 4 weeks (20 'week' days Monday through Friday, with contiguous weekends not to exceed a total of 28 days).

Vacations are to be taken in no more than six (6) segments during the year. It is not necessary for these segments to be evenly distributed. Fellows in all disciplines must complete their vacation prior to June 15 except in extenuating circumstances when approved by the Program Director and Chairman, Graduate Medical Education Committee. Vacation time not taken during the contract year will be forfeited.

PROCEDURE:

1. Vacation request forms are available from the Graduate Medical Education web site.
2. Completed forms should be submitted to the Program Director or his designee for approval.
3. Vacation requests are to be submitted as far in advance as possible and according to department specific procedures.
4. It is the responsibility of the vacationing trainee to make sure that his/her duties are covered by an appropriate substitute and that the program director is aware of such substitutions.
5. The original, completed, signed vacation request form must be on file in Graduate Medical Education prior to departure.

Additional training after a leave may be needed for successful completion of Program Requirements and/or for Board certification requirements. The amount of Leave time that necessitates prolongation of the training time for the Resident shall be determined by the Program Director and the requirements of the pertinent RRC and/or certifying Board.

POLICY ENFORCEMENT:

The Executive Vice-President /Chief Academic Officer is responsible for enforcement this policy through the Foundation for all graduate medical education training programs. Individual program directors are responsible for the consistent application of this policy within a training program.

EXCEPTIONS:

Exceptions to this policy require the approval of the Executive Vice-President /Chief Academic Officer prior to any action taking place.

SIGNATURES:

William W. Pinsky, M.D.
Executive Vice President for System Medical Affairs
Chief Academic Officer

Hector O. Ventura, M.D.
Chairman, Graduate Medical Education Committee