



Regional Academic Affairs

TITLE: Vacation/Leave from Rotation	POLICY NUMBER: S/P-08
DEPARTMENT: Graduate Medical Education	Effective Date: 07/01
	Revised: 04/23
	Reviewed: 06/24
	Date of next Review: 04/25

POLICY:

Request for vacations/leave from services will be timely and will be taken in proportion to the amount of resident/fellow (“resident”) coverage provided by each training program.

PURPOSE:

To provide vacations and leaves from rotations in an organized and equitable fashion based on the needs of the residents and the amount of coverage provided to the service.

PROCEDURE:

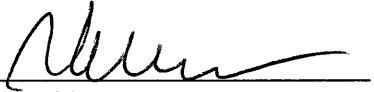
1. Vacation/Leave from all services will be taken in proportion to the amount of resident coverage provided by each training program, e.g.
 - a. If a program provides 2 residents each month to the infectious disease service and each resident has 4 weeks of vacation per year, then the ID service must allow a minimum of 8 weeks scheduled time off of their service by that program’s residents for the academic year, July 1 through June 30. (ID service 2 residents per month/academic year = 2FTEs X 4 weeks vacation/academic year = 8 wks vacation/academic year to be granted to residents from that program)
2. All programs and services will work to schedule approximately 50% of all resident vacation time in the first half of the academic year (July – Dec) and the remainder in the second half of the academic year.
3. Residents will not be pulled from assignment services during the Christmas/New Year holidays.
4. Residents will submit for vacations no less than 90 days prior to the quarter the vacation will fall in.*
 - a. 1st Qtr (July-Sept) Submitted by April 1st
 - b. 2nd Qtr (Oct-Dec) Submitted by July 1st
 - c. 3rd Qtr (Jan-Mar) Submitted by October 1st
 - d. 4th Qtr (April-June) Submitted by January 1st

***Exceptions to the above are permitted ONLY upon determination between the Program Director and the Service Education Director.**

5. The program may assign vacation time, if the resident does not submit a request by the stated deadlines.

6. The requests will either be approved or denied by the Program Director or appropriate designee within 7 business days of receipt of the request. ALL vacation requested during off service rotations, after initial approval by the Program Director or designee, MUST be submitted to the rotation Education Director who has 7 business days from receipt for FINAL determination whether approved or denied. The resident will receive written/email notification of the decision. It is the responsibility of the resident to follow up to obtain the decision regarding their request.
7. Call off the day before or day after an approved vacation day will result in loss of one vacation day. If resident has exhausted allowable vacation days, resident will be assigned an additional shift.
8. Vacation will not carry over between academic years. Unused vacation time will not be paid out at the end of the academic year.

Approved by:



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