<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Vacation</th>
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<td>Policy Number(s):</td>
<td>IM – AD 2</td>
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<td>GME A-10-09-00003-0406</td>
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<tr>
<td>Issuing Office:</td>
<td>Residency Office, Department of</td>
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<td>Internal Medicine</td>
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<td>Scope of Policy:</td>
<td>Internal Medicine Residents</td>
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**POLICY**

Vacation/Leave from services will be taken proportion to the amount of resident coverage provided at the time of requested vacation/leave.

**PURPOSE**

This proportionality rule is created so that an undue amount of vacation/leave may not be taken from any one service. Vacations/leave will be scheduled during elective blocks except for extreme emergency determined by the program director.

**PROCEDURES**

a) All vacation is granted on a first come, first served policy. If discrepancies or extenuating circumstances exist, the chief resident will be the final arbiter.
b) All residents will take a vacation in December over the Christmas holiday or January for the New Year’s holiday. No other vacations will be granted in December or January.
c) PGY-2, 3, and 4 residents may not take vacation during supervising months, except as stated above.
d) PGY-1 residents may not take vacation while on Med IV or Med VI and ambulatory service or when less than 3 interns are on service.
e) Two PGY-1 residents on the same service may not be on vacation at the same time.
f) A limited number of terminal June vacations are granted with priority given to residents leaving town to begin new training programs. If a resident is contemplating a terminal vacation, request as early as possible in the year and schedule an elective in June.

**Vacation Time and the Holiday Season:**

a) All residents receive days off for vacation during the Christmas/New Year holiday
season in addition to the allotted vacation time granted each year.
b) Residents may not take vacation from December 1 through January 3.
c) All PGY-1 residents must take at least 1 week of vacation in each of the allotted blocks:
   July 1 – October 31
   November 1 – February 28
   March 1 – June 30

d) PGY-2, 3, and 4 residents must turn in requests of their vacation months at least 2 months in advance with identification of the exact week at least 2 months in advance. Late requests may not be granted.

e) Because of their schedules, PGY-1 residents should have their vacation scheduled a year ahead. They will be asked to select three weeks in order of importance. They will also be asked to select three alternate times. Due to scheduling difficulties, PGY-1 residents may not get their first choice.

f) A resident who fails to schedule vacation time within the terms of this policy will forfeit that vacation time.

g) No arrangements with other departments will be honored without first notifying the Internal Medicine chief resident / education coordinator.

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<th>Program Director</th>
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Revised September 24, 2009
Reviewed March 25, 2010