


Name of Policy: Vacation/Leave on Outside Service Policy Number: 3364-86-003-00 Approving Officer: Dean, College of Medicine and Life Sciences Responsible Agent: Director, Graduate Medical Education Scope: UT College of Medicine Residents	 Revision/review date: 5/20/2024 Effective date: 05/01/18
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

POLICY

Vacation/Leave from services other than those of a resident's home program (department) will be taken in proportion to the amount of resident coverage provided by each training program.

PURPOSE

This proportionality rule is created so that an undue amount of vacation time may not be taken from any one hospital or service but is prorated equally for each program. If possible, vacation should be scheduled during elective blocks. All vacation/leave requests are subject to the approval of the "home" Program Director and of the Program Director of the service on which the resident is rotating.

PROCEDURE

As an example: If residents from one department (a) have 12 months of rotations on service of another department (b) this would be equal to "one contract year" thus that department (a) would have vacation time equal to the current contract stipulations for one year. PG-1 = 3 weeks, PG-2 = 4 weeks.

If residents spend a portion of a year on another department's services, then vacation time should be equal to that portion, i.e.:
 6 months of service = one-half of vacation allotted for year
 4 months of service = one-third of vacation allotted for year

Vacation time may not be carried over/accumulate into the next academic year or be borrowed from the upcoming academic year.

Approved by: <u>/s/ Shaza Aouthmany, M.D.</u> Chair, Graduate Medical Education Committee <u>/s/ Christopher Cooper</u> Dean, College of Medicine & Life Sciences Review/Revision Completed by: <i>Graduate Medical Education Committee</i>	Policies Superseded by This Policy: <ul style="list-style-type: none"> • None Initial effective date: 03/01/97 Review/Revision Date: Reviewed 4/00, Reviewed 4/02, Reviewed 4/04, Revised 4/7/06, Reviewed 4/1/08, Reviewed 4/10, Reviewed 4/3/12, Reviewed 5/6/12, Reviewed 5/6/14, Reviewed 5/3/16, Reviewed 5/1/18, Reviewed 5/2024 Next review date: 05/2027
---	---

Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://utoledo.edu/policies/>) for the most current copy.