

# **RESIDENT LEAVE (VACATION) POLICY**

## **UND Internal Medicine & Transitional Year Residency Programs**

*Revised February 4, 2022*

### **A. Purpose**

The purpose of this policy is to ensure that there is a fair and equitable system to regulate residents' leave, to optimize resident education, and to ensure safe patient care. This policy complies with provisions of the resident contract, requirements of the Accreditation Council for Graduate Medical Education (ACGME), policies of the University of North Dakota School of Medicine and Health Sciences Graduate Medical Education Committee, and certification policies of the American Board of Internal Medicine (ABIM).

### **B. Application**

This policy applies to all residents in the UND internal medicine and transitional year residency programs.

### **C. Policy**

1. The programs will follow the UND GME [Leave Policy for Residents](#) (please review details on the linked web page). The programs will abide by the [ABIM's policy](#) on Leave of Absence and Vacations, which states "Up to one month per academic year is permitted for time away from training, which includes vacation, illness, parental or family leave, or pregnancy-related disabilities. Training must be extended to make up any absences exceeding one month per year of training. Vacation leave is essential and should not be forfeited or postponed in any year of training and cannot be used to reduce the total required training period."
2. Vacation and Professional Leave
  - a. Leave for vacation may be requested in increments of one week (minimum) to three weeks (maximum). Professional leave (i.e., leave for professional events such as interviews, academic conferences, or USMLE exams) may be requested in increments of one day (minimum) to five days (maximum).
  - b. Leave for vacation or professional events that conflicts with required hospital or ambulatory orientation activities will not be approved.
  - c. Leave for vacation or professional events during Inpatient Internal Medicine, Critical Care Medicine, Night Float, Clinic Chief, or Cardiology rotations at Sanford will not be approved.
    - i. Transitional Year residents may take vacation/professional leave during their Ambulatory required rotation, as long as they still complete at least 140 hours of work on the service, to meet the ACGME requirements.
    - ii. Transitional Year residents may request that their Emergency Medicine schedule be constructed around days they wish to have off, without having to request vacation or professional leave, as long as the following conditions are met:
      - (a) The resident still meets the required number of total work hours on the rotation (140 hours).

(b) The scheduling of these required hours adheres to the rules set by the Emergency Department, of only one 8-hour shift, coinciding with a single attending physician's schedule, per day.

(c) The resident must still have at least one off-duty day scheduled per week they are working, that is separate from their requested days off (i.e., a resident could not request that their days-off be "lumped together" at the beginning/end of the rotation.)

- d. A continuous vacation period of more than two weeks is allowable if permission is given by the program director. (***Internal Medicine Residents ONLY, does not apply to Transitional Year Residents.***)
- e. All vacation leave requests should be submitted by April 1 of the preceding academic year. If the specific dates need to be adjusted later, change requests should be submitted by the following quarterly deadlines:

April 30 (*for Leave in July-Sept*)

July 31 (*for Leave in Oct-Dec*)

October 31 (*for Leave in Jan-March*)

January 31 (*for Leave in April-June*)

- f. Requests for professional leave should be made as far in advance as possible, through QGenda. Residents are expected to attempt to schedule interviews at times that will minimize disruptions for patients, colleagues, and faculty.
- g. Residents must submit documentation of an interview opportunity if they are using professional leave for this purpose, before their leave request can be approved.
- h. If a resident's allotted professional leave has already been used for the year, they must use vacation leave days for professional events. If the resident does not have available vacation or professional leave time, approval of leave without pay may be granted at the discretion of the program director.
- i. All leave requests must be approved by:
- i. the Director of the Resident Clinic or designee (***IM residents only***);
  - ii. the Program Coordinator or designee;
  - iii. the Program Director or designee; and
  - iv. the University of North Dakota designee.
- j. It is the resident's responsibility to submit their leave requests and obtain approval according to the set deadlines. Late requests will not be approved if they would cause undue inconveniences for clinic patients, other residents, supervising faculty, or program administration.
- j. Residents will be notified of final approval of a leave request via an email message from the program. Residents should not confirm any travel plans (i.e., purchase of non-refundable airline tickets) before they receive this email message. Residents who make travel plans before their leave request is approved do so at their own risk.

### 3. Sick Leave

- a. Residents who are unable to attend to their responsibilities during assigned duty hours because of personal or dependent illness must notify the program by calling the Office of Medical and Student Education (701-234-5933) as soon as possible. It is acceptable to leave a message by voice mail. No other means of communication may substitute for the required telephone call.
  - b. Residents shall provide medical verification for absences due to illness when requested.
4. No faculty member, staff, or resident may approve leave independently except the program director. Specifically, the supervising faculty on any rotation cannot grant vacation or other leave. If a supervising faculty member is absent from duty for any reason, the resident must report to the Program Director for instructions.
  5. Any deviations from the leave guidelines for specific rotations must be approved by the Program Directors first, before a formal leave request is submitted through QGenda.
  6. Violations of the provisions of this policy by a resident will be considered a breach of professionalism.