

RESIDENT LEAVE (VACATION) POLICY

Revised April 11, 2012

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 Meetings
 - a. Leave for vacation may be requested in increments of one day (minimum) to three weeks (maximum). Leave for meetings may be requested in increments of one day (minimum) to one week (maximum).
 - b. Leave for vacation of more than two days duration must occur at the beginning or end of a rotation in order to minimize disruption to educational experiences.
 - c. Leave for vacation or meetings that conflicts with required hospital or clinic orientation activities will not be approved.
 - d. Leave for vacation or meetings during Inpatient Internal Medicine, Cardiology, Critical Care Medicine, Emergency Medicine, General Surgery, or Night Float rotations at Sanford will not be approved. Leave for vacation and/or meetings totaling not more than one week may be requested during other required one-month rotations.
 - e. Leave for vacation and/or meetings totaling not more than two weeks may be requested during a one-month elective rotation.
 - f. Leave for vacation and or meetings totaling not more than two days may be requested during a two-week (or one half-month) rotation.
 - g. A continuous vacation period of more than two weeks is allowable only if the vacation is divided between consecutive calendar months AND leave for vacation of the requested duration is allowed during the assigned rotations.
 - h. Residents must request leave for vacation and/or meetings by completing a Leave Request Form and submitting the completed form to the Program Coordinator. Requests for leave should be made as far in advance as possible, but a minimum of 60

- days in advance under most circumstances. All leave requests must be approved by:
- i. the director of the Resident Clinic or designee (IM residents only); and
 - ii. the program coordinator or designee.
- i. Leave requests for vacation or meetings that are submitted less than 60 days in advance must also be approved by the program director AND the supervising faculty of the assigned rotation. It is the resident's responsibility to obtain this approval. Late requests will not be approved if they would cause undue inconveniences for clinic patients, other residents, or supervising faculty.
 - 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. Interviews
- a. Residents may request leave for interviews for a future position (residency, fellowship, or employment) by completing a Leave Request Form and submitting the completed form to the Program Coordinator along with documentation of the interview opportunity. Requests for leave should be made as far in advance as possible. Residents are expected to attempt to schedule interviews at times that will minimize disruptions for patients, colleagues, and faculty. Leave requests for interviews must be approved by:
 - i. the director of the Resident Clinic or designee (internal medicine residents only);
 - ii. the program coordinator or designee; and
 - iii. the program director (if request for leave is made less than 60 days in advance).
 - b. Leave for interviews must be credited as vacation or meeting time if either is available. If the resident does not have available vacation or meeting time, approval of additional meeting time may be granted at the discretion of the program director.
4. 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 Academic 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.
 - c. By the end of the first business day after return to duty following sick leave, the resident shall complete a Leave Request Form and submit the form in-person to the program director or designee.
5. 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.
7. Violations of the provisions of this policy by a resident will be considered a breach of professionalism.