

Graduate Medical Education Policy	Vacation
Facility/Sponsor	CMC/GMEC
Policy Origin Date	2007
Revision Date	June 2022

PURPOSE

The Institution has a responsibility to assure that residents are provided with vacation time and that vacations minimize the impact on continuity of patient care and patient care services.

SCOPE

This policy applies to all Accreditation Council for Graduate Medical Education (ACGME), Council on Podiatric Medical Education (CPME), and Commission on Dental Accreditation (CODA) accredited graduate medical education programs sponsored by Carilion Medical Center (CMC).

DEFINITIONS

Resident refers to all interns, residents, and fellows participating in CMC post graduate training programs.

Residency Program refers to a post-graduate medical education program accredited by the ACGME, CPME, or CODA.

Vacation refers to paid time off. In general, each residency program will provide residents with three to four weeks of vacation per contract year based upon the resident's year of training and program specific policies. A minimum of two calendar weeks of vacation and seven additional days off, which may be taken during winter holiday, for a total of twenty-one days to be utilized in accordance with the department-specific Vacation Policy (see policy). Unused vacation and days off do not carry over to a subsequent program year and expire on the resident's last day in the respective program.

Continuing Medical Education (CME) time refers to paid time off for a resident to attend CME activities. Each program will determine the amount of paid time off residents may receive to attend CME activities and the process for residents to request approval for CME time. The program policy must identify if CME time is counted in the total allotted vacation time per academic year or if CME is separate from vacation time.

Interviewing and other Career Planning Activities refer to paid time off that may be granted to allow residents to interview for fellowships, jobs, or other career activities that may occur after the resident completes the residency program. Each residency program should identify the amount of paid time that may be allowed, when in the training program this time may occur, and the process to request and receive approval for the paid time off.

Early-Winter Break refers to a designated period of time usually occurring within the last week of December and the first week of January. Residents may take one week of vacation time during the two-week period of Early-Winter Break but it is not required. The designated two-week period will be determined each year. To allow seven days off by each group of residents, the December rotation period may be extended. Program-specific vacation policies should address the assignment of Early-Winter Break vacation. When rotating on another service during this time, other program policies may apply to time away.

Terminal vacations refer to paid time off taken during the last two weeks of the academic year. Terminal vacations are usually reserved for residents completing one-year preliminary programs who are required to report to other residencies on or before July 1 of the new academic year and to graduating residents reporting to fellowship training on or before July 1 of the new academic year. Programs may disallow other vacations during this time period. Residents are not allowed to take time off to complete the USMLE Step 3 or COMLEX level 3 exams during the last two weeks of June.

PROCEDURE

1. Each residency program must develop a vacation policy that clearly identifies the number of vacation days allowed per academic year, the process for requesting and receiving approval for vacation time, and limitations on vacation requests. In addition, it must encourage optimal resident well-being by including the process for requesting approval for medical, mental health and dental care appointments that are scheduled during working hours.
 - a. The vacation policy should also include the process for requesting CME time, time for interviewing and other career planning activities, and terminal vacations. The program-specific vacation policy must address Early-Winter Break vacation.
2. Each program must provide its residents with accurate information regarding the impact of an extended leave of absence on the satisfactory completion of the program and eligibility to participate in examinations by the relevant certifying board(s).
3. Programs must provide applicants to the residency program access to or a copy of the program's vacation policy.
4. Updates or changes in the program's vacation policy must be communicated to residents in the program at the beginning of each new academic year or at some time before the changes take effect. Residents must have access to or be presented with a copy of updated vacation policies.
5. If the program requires that residents make up call days that are missed while on vacation, call day make up must conform to the Clinical and Educational Work Hour policy.
6. Residents taking unapproved days off may not be paid for days missed and will be subject to disciplinary action and possible removal from the program.
7. Residents taking unapproved terminal vacation will be subject to disciplinary action and may not be granted a certificate of completion of the program.

Designated Institutional Official	Reviewing Committee	Date Approved
Daniel Harrington, MD	GMEC	March 11, 2007
Daniel Harrington, MD	GMEC	January 1, 2011
Donald Kees, MD	GMEC	June 10, 2014
Donald Kees, MD	GMEC	October 24, 2017
Donald Kees, MD	GMEC	April 16, 2019
Arthur Ollendorff, MD	GMEC	June 21, 2022