

<b>Graduate Medical Education Policy</b>	Vacation
<b>Facility/Sponsor</b>	CMC/GMEC
<b>Policy Origin Date</b>	2007
<b>Revision Date</b>	September 2025

## **PURPOSE**

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

As the Sponsoring Institution Carilion Medical Center is required by the Accreditation Council for Graduate Medical Education (ACGME) to have a policy for vacation and leaves of absence that is consistent with applicable laws. Additionally, programs in partnership with the Sponsoring Institution are responsible for attention to scheduling, work intensity, and work compression that impact trainee well-being. Well-being includes having time away from work to engage with family and friends, as well as attending to personal needs and to a trainee's own health. This policy outlines the definition, procedure, and processes for requesting and tracking trainee vacation. For more information regarding parental or medical leaves of absence, see the GME Leave of Absence Policy.

## **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**

**Trainee:** refers to all interns, residents, and fellows participating in graduate medical education programs at Carilion Medical Center and is used interchangeably with the terms resident and fellow.

**Vacation:** refers to paid time off. In general, each program will provide trainees with a minimum of three or four weeks of vacation per contract year. The exact amount of vacation allotted is based on program specific policies. Unused vacation days do not carry over to a subsequent program year and expire on the trainee's last day in the respective program.

**Continuing Medical Education (CME):** time refers to paid time off for a trainee to attend CME activities. Each program will determine the amount of paid time off trainees may receive to attend CME activities and the process for trainees to request approval for CME time. The program policy must outline whether or not 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 trainees to interview for fellowships, jobs, or other career-related activities. Each residency program should identify the amount of paid time that may be allowed for this purpose, when in the training program this time may occur, and the process to request and receive approval for the paid time off.

**Winter Break:** refers to a designated period usually occurring within the last week of December and the first week of January. Trainees may choose to take one week of vacation during the two-week period of Winter Break, but it is not required. Program-specific vacation policies should

address the assignment of 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 final year of training. Terminal vacations are usually reserved for trainees 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 trainees reporting to fellowship training on or before July 1 of the new academic year. Programs may disallow other vacations during this period. Trainees 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, the program-specific policy must encourage optimal trainee well-being by including the process for requesting approval for medical, mental health, and dental care appointments that are scheduled during working hours.
2. 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 Winter Break vacation.
3. Each program must provide its trainees 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).
4. Programs must provide applicants access to or a copy of the program's vacation policy.
5. Updates or changes in the program's vacation policy must be communicated to trainees in the program at the beginning of each new academic year or at some time before the changes take effect. Trainees must have access to or be presented with a copy of updated vacation policies.
6. If the program requires that trainees make up call days that are missed while on vacation, call day make up must conform to the Clinical and Educational Work Hour policy.
7. Trainees taking unapproved days off may not be paid for days missed and will be subject to disciplinary action and possible removal from the program.
8. Trainees taking unapproved terminal vacation will be subject to disciplinary action and may not be granted a certificate of completion of the program.

<b>Designated Institutional Official</b>	<b>Reviewing Committee</b>	<b>Date Approved</b>
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
Arthur Ollendorff, MD	GMEC	September 2025