

## **VACATION POLICY- DEPARTMENT OF SURGERY**

The American Board of Surgery now requires all vacation, meeting, and interview days to be recorded on the application for the qualifying exam. **A minimum of 48 weeks of full-time surgical experience is required per residency year.**

1. Residents (PGY 1-5) will receive 3 weeks of vacation per year.
2. Residents will submit a request for a "Vacation Form" for their proposed vacation dates to the administrative chief, and program administrator prior to July 31st. Alternate dates should be included.
3. Any resident not submitting requested dates by July 31<sup>st</sup>; will be assigned vacation dates by the program director.
4. All attempts will be made to accommodate each resident's first choice. The administrative chief resident and the program directors, if needed, will mediate disputes.
5. NO vacations will be permitted on outside rotations (eg transplant, Jefferson rotation, etc), nightfloat, the last 2 weeks of June, the month of July, the week of Thanksgiving, Memorial Day, Labor Day, the month of December, or the first week of January.
6. Residents will be assigned days off during either Christmas or New Year. Residents will get a total of 7 days off in December to include GME days off and holiday schedule.
7. **Chief residents: Vacation in the last week of June is NOT guaranteed.** Considerations such as start of fellowship or relocation will be taken into account.
8. No vacations will be granted during the week of the In-service training exam.
9. All vacations must be taken in one-week intervals. Exceptions will be made on a case-by-case basis in consultation with the administrative chief resident and the program director.
10. A week constitutes **no more** than 7 consecutive days. This credits one GME required off day.
11. Only one week of vacation will be permitted per month per resident.
12. A maximum of 2 residents are permitted vacation on any given service each month.
13. Vacation is NOT permitted on the same rotation on different months throughout the year except as the week rolls over in the next month (i.e. at the end of one month and the beginning of the next).
14. Each service will share an equal burden of vacation absences by residents.
15. Only one resident per PGY year may be gone at the same time. Exceptions will be made on a case-by-case basis.
16. Exceptions will be made on a case-by-case basis for unscheduled absences, e.g. deaths, births, or other family emergencies.
17. Vacations are not approved until all three signatures (admin chief resident, program administrator, and program director) are obtained on the vacation request form and it is returned to the program administrator's office)
18. **DO NOT** make flight arrangements, reservations, etc. until you are officially granted your vacation.
19. Requests for changes in vacation dates must be submitted in *writing* to the admin resident, program administrator, and program director and will be approved or denied on a case-by case basis.

*Revised 4/6/23*