I. Policy Statement
   A. The purpose of this policy is to set forth the circumstances and conditions for institutional vacation and leave.
   B. This policy is important because it advises both the resident and the program director of circumstances and requirements concerning vacation and leave policy.

II. Definitions
   A. Vacation: Number of days per contract year that residents have free of employment obligations.
   B. Leave: Days outside of regular vacation days that residents are relieved of employment attendance obligations. Examples are illness or health of the resident or a family member, or personal reasons when it is in the best interest of the resident to not have required employment responsibilities.

III. Process/Content
   A. Each program must have its own vacation and professional leave policy that it makes available to its residents before they sign their contracts, and that
      1. Follows ACGME program requirements
      2. Complies with the University of Missouri’s Family Leave Policy.
   B. If there are questions or comments about the policies, please contact the campus human resource office.
   C. The institution will fund up tone month each year of any combination of vacation and leave for each resident.
   D. To hold a GME position for the resident’s return, residents must first obtain written approval from their department for leave or vacation that exceeds one month per year. Adverse decisions, as always, may be appealed through the Policy to Address Resident Concerns (GME-13), and then as a grievance.

IV. Attachments
   A. GME-13 Policy to Address Resident Concerns
Title: GME-11 Institutional Vacation and Leave Policy

B. GME-09 Grievance Policy for Residents

V. References, Regulatory References, Related Documents, or Links

None