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 & 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 U.S. Department of Labor FMLA Regulations.
   B. If there are questions or comments about the policies, please contact the hospital human resources office.
   C. Leave shall be applied for through KRONOS and the link can be found in Citrix.
   D. Residents may take a combination of paid & unpaid time off. Each Leave/FMLA Request will be reviewed and options discussed once the request has been made via KRONOS.

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

Not Applicable