


Title: Graduate Medical Education - Institutional Vacation and Leave Policy

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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

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[Graduate Medical Education - Addressing Resident Concerns - Policy](#)

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

Not Applicable