


# Title: Graduate Medical Education - Institutional Vacation and Leave Policy

	<b>Document Owner:</b> Crystal Arellano	<b>Last Approved Date:</b> 01/27/2025
	<b>Content Expert:</b> CHRISTI McCoy	Ref#17547

**Printed copies are for reference only. Please refer to the electronic copy for the latest version.**

## 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.
- C. **Resident:** Resident means an intern, resident, or fellow who is formally accepted, enrolled, and participating in an approved MUHC medical training program. (based on CMS Guidelines for Teaching Physicians, Interns, and Residents and ACGME Glossary of Terms)

## 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 leave requirements.
  - 2. Follows ABMS leave requirements for exam eligibility upon program completion for the applicable specialty.
  - 3. Complies with the U.S. Department of Labor FMLA Regulations.
- B. If there are questions or comments about the policies, please contact the Office of Graduate Medical Education.

## **Title: Graduate Medical Education - Institutional Vacation and Leave Policy**

- C. Leave shall be applied for through the Office of Graduate Medical Education upon approval by your training program.
- D. Residents may take a combination of paid & unpaid time off with paid time off being utilized first. Each leave request will be reviewed and options discussed with the resident by the Office of Graduate Medical Education.

### **IV. Attachments**

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

[HR-420 Medical Resident Leaves](#)

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

Not Applicable