

**CENTRAL IOWA HEALTH SYSTEM
GRADUATE MEDICAL EDUCATION COMMITTEE**

POLICY ON RESIDENT VACATION

I. Purpose

This policy establishes guidelines governing vacation leave for residents.

II. Responsibilities

- A. The resident's benefit package defines the amount of vacation to which residents are entitled.
- B. The program director or designee shall review and approve all requests by residents for vacations.
- C. The program director has the responsibility and authority to schedule resident vacations to ensure patient care and resident education. Additional program specific guidelines may be implemented by the program director.

III. Procedures

- A. A resident wishing to request vacation time must make a request to the program director or program coordinator at least 30 days prior to the proposed start of the requested vacation period. The resident must also follow the departmental policy established for vacation.
- B. Vacation time may not be granted during specific rotation periods as stipulated by the program director.
- C. Vacation benefits are paid to the resident at the regular rate of pay. All other benefits remain in effect during scheduled vacations including disability, health and malpractice insurance.
- D. Vacation time does not carryover from year to year. There will be no cash payment for unused vacation time.
- E. Residents are strongly encouraged to utilize all available vacation time.