

VACATION POLICY

An internal medicine resident may take 3 weeks (15 weekdays) of vacation leave each year. This leave can be taken during ambulatory and consult rotations, but not during inpatient, ICU or CCU rotations. Requests for more than one week vacation during a one-month rotation will only be granted in exceptional situations. Approval for all vacation must first be granted by the Program Coordinator. **Any requests for vacation must be submitted electronically by e-mail to the Program Coordinator at least thirty days in advance.** The resident's continuity clinics must be notified by the resident at least one month in advance. Residents may not cancel more than 5 continuity clinics per academic year for vacation or other personal reasons. Vacation time does not accrue past the year involved (**no carryover from one year to the next is allowed**). There is no additional payment for unused vacation. Residents are encouraged to utilize all allowed vacation leave.

SICK LEAVE POLICY

1. If sick and unable to work a resident must notify the program coordinator **AND** the supervising physician on their assigned service. It is the resident's responsibility to notify the Program Coordinator and the supervising physician as soon as possible in order to ensure continuity in patient care responsibilities.
2. If a resident is frequently calling in sick and absences begin to interfere with education and patient care responsibilities, the program director may require that subsequent illnesses be evaluated by an agreed upon physician who can confirm and document the need for additional sick leave.

Revised 5/9/08

WJY

