

**IOWA METHODIST MEDICAL CENTER**  
**Department of Surgery Education**  
**Policies & Procedures**

**Policy on Resident Leave of Absence**

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**Purpose**

This policy establishes specific guidelines for the makeup of time lost due to leave of absence from the Surgery Residency Program.

**Procedure**

1. This policy is supplemental to the UnityPoint Health – Des Moines Graduate Medical Education Committee policy on Resident Leave of Absence. This policy is in agreement with the Family and Medical Leave Act.
2. The American Board of Surgery requires 5 years of training to sit for the Qualifying Exam in General Surgery. Each year must consist of 48 weeks of full-time surgical experience. For documented medical problems or maternity leave, the American Board of Surgery will accept 46 weeks of training in one of the first three years of residency and 46 weeks of training in one of the last two years of training.
3. Residents receive three weeks of vacation/year, allowing only one-week cumulative absence annually to maintain eligibility.
4. The Director of Surgery Education may grant a leave of absence for up to four weeks per year for extenuating circumstances without the requirement for makeup of lost time, using all vacation time. However, all required rotations and required electives would have to be completed.
5. Any leave of absence from the residency for greater than four weeks per year will require the makeup of time lost.
6. Any leave of absence greater than 4 weeks approved by the Director of Surgery Education is subject to review by the Surgery Education Committee. A plan for makeup of lost time must be provided and approved, and must consider educational impact to others learners.
7. As time on call is considered educational time, when leaves not requiring extension of the resident's training program occur, usual call requirements will be made up over a period approximately twice greater than the leave, while still maintaining RRC work environment requirements.