

IOWA METHODIST MEDICAL CENTER
Department of Surgery Education
Policies & Procedures

Policy on Preliminary Resident Leave

Purpose

This policy establishes guidelines governing leave for preliminary surgery residents.

Responsibilities

Preliminary surgery residents who desire to take leave during the last week of June in order to begin a fellowship, categorical residency or other assignment on July 1 must:

- a. Have conserved sufficient vacation time to cover the requested days.
- b. Request no more than 5 days leave, regardless of the number of vacation days available.
- c. Ensure that his/her service is adequately covered.
- d. Submit his/her request for time off at least 30 days in advance.
- e. Obtain the approval of his/her appropriate service director and the program director