

IOWA METHODIST MEDICAL CENTER
Department of Surgery Education
Policies & Procedures

Policy on Resident Vacation/Education Leave

Purpose

This policy establishes specific guidelines for the Surgery Residents regarding vacation and educational leave from the Surgery Residency Program.

Procedure

Resident may take three weeks (15 week days) of vacation leave each year; weekends are not included in vacation time.

Vacation should not be taken during the months of June or July, or during the Night Float/Emergency Surgery rotation. If vacation leave must be taken during June or July or while on Night Float/Emergency Surgery rotation, those day(s) must be approved first by Program Director or Program Coordinator and Night Float/Emergency Surgery rotation days must be made up on weekends.

Vacation days do not carry over from year to year, and there is no additional payment for unused vacation. Residents are strongly encouraged to utilize all allowed vacation leave.

The standard Vacation Request Form found in the resident call room or Program Coordinators office must be completed at least one month prior to vacation leave. The vacation request form must be signed by the Service/Administrative Chief Resident, the Service Director or Staff Representative, Program Coordinator and/or Program Director. The Program Coordinator must receive all vacation requests for administrative approval for vacation.

The Holiday call scheduled is set at the beginning of each academic year. An attempt will be made to arrange the schedule such that each resident will have four consecutive days free of clinical responsibilities over either the Christmas or the New Year holiday. However, **NO** additional time off will be granted during the holiday season. Residents may still have weekend clinical and rounding responsibilities; therefore, weekend rounding schedules must be worked out among the residents on each particular service.

Residents are allowed an additional five workdays of leave each year for purposes of attending a conference or other education forum. Residents may use this time for interviews if applying for fellowships.

Residents leave for paper or poster presentations approved by the Surgery Education office will be granted in addition to the standard vacation and conference leave. Leave for a paper or poster presentation must be scheduled in advanced following the same format as vacation leave.

Residents on a single resident service must inform the administrative chief resident and staff of their weekends off in order to allow for other residents or staff to cover that service should problems occur in their absence. Appropriate sign out of the service is mandated.

Emergency time off will be handled on an individual basis by the Program Director or Program Coordinator in Surgery Education.

Things to Remember:

1. All vacation time and leave must be logged onto the master call schedule calendar in the call room.
2. All residents on the service (chief, senior and junior) must discuss vacation/leave time prior to submitting time off to avoid any conflicts.
3. All vacation/leave time must have a request form filled out and be approved 30 days prior to leaving.
4. Any time off requested after the schedule has been posted for the month must be approved within the service and among all residents involved. If time off is allowed after the schedule is complete, the residents must arrange his/her call and service coverage and notify the program coordinator of this change.
5. Do not buy a travel ticket or plan a vacation until the vacation has been approved and the request form has been signed by all responsible parties.