

VIDANT MEDICAL CENTER
Department of Surgery
Policy/Procedure

SUBJECT: Vacation Policy

REFERENCE: For optimal compliance, the General Surgery residency Vacation Policy mirrors requirements established by the ACGME Institutional Requirements “Vacation and Leave of Absences” Section IV.G.

PURPOSE: General Surgery Residents at Vidant Medical Center will comply with policies as defined by the ACGME under Institutional Requirements. Compliance with this policy will foster an environment that optimizes education while minimizing fatigue.

SCOPE: This policy applies to all General Surgery residents as well as all individuals responsible for resident training and education.

POLICY AND OPERATIONAL DETAIL

Vacation Allowance

Each house officer is entitled to 15 weekdays of vacation. Vacation leave days MAY NOT be carried over from one appointment year to the next, and no payment for unused leave will be made upon terminating the training program.

Assignment of Vacations

Vacations will be assigned by the Administrative Chief Residents and approved by the Program Director. The deadline for submission of vacation requests is July 15. Requests will be made to the Administrative Chief Resident for scheduling. Requested vacations are not guaranteed. Once vacations are assigned, they WILL NOT be changed without prior approval of the Program Director. After July 15, vacations will be assigned.

No vacations will be approved during the following periods:

- a. The month of July
- b. The month of June
 - exception: Preliminary residents (R1 and R2) should plan one week of vacation to correspond to the last week in June in anticipation of moving/orientation for their next academic position
 - chief residents (R5) should plan one week of vacation to correspond to the last week in June, if required for fellowship or other position
- c. Christmas/New Year’s Weeks (December 21-January 3)
- d. Last week in January (ABSITE)
- e. ACS Clinical Congress Meeting (first week of October)

In general, vacation leave is to be taken in increments of a full seven days (Monday-Sunday). The weekend before your vacation is NOT automatically included and travel plans should be made beginning on Monday unless otherwise approved by the Program Director or Assistant

Program Director of Surgery in writing. Residents should plan their vacation time evenly over the year. Residents should plan to take at least one week of vacation during each 1/3 (four months) of the year. It is the responsibility of each resident to contact the senior resident on the service at least one month prior to the scheduled vacation to confirm the vacation and therefore allow the service to schedule accordingly.