

LEAVE REQUEST FORM AND GUIDELINES

Department of Internal Medicine

LEAVE REQUEST SUBMISSION DEADLINES

JULY 15th is deadline for **PGY-1 August thru September** requests

MAY is deadline for **July thru September** requests

AUGUST is deadline for **October thru December** requests

OCTOBER is deadline for **January thru March** requests

DECEMBER is deadline for **April thru June** requests

Approval of all leave requests will depend on timeliness of submission.

No travel or other plans should be made prior to receiving approval.

GENERAL GUIDELINES

1. To get **credit for a rotation**, residents must be on duty at least 3 weeks (15 working days) during a 1 month rotation.
2. **NO LEAVE** is allowed **during In-Training Exam in October, during a two-week rotation, during the last 2 weeks in June for PGY-1's & 2's**, nor while assigned to **ER, WARDS, ICU, CARDIOLOGY, HEM/ONC** or **NIGHT FLOAT** rotations.
3. Residents are to **avoid** scheduling their **USMLE Step 3 Exam** or any **interviews** during ER, WARDS, ICU, Cardiology or Night Float rotations.
4. Requests for vacation in **DECEMBER** will be reviewed & approved on a case by case basis.
5. Residents should not take more than **30 Calendar Days of Leave per year** (per ABIM Regulations). If 30-day limit is exceeded, contract will be extended & resident will be considered off-cycle.
6. **MATERNITY LEAVE**: Sick & Vacation leave is to be used first (prior to using FMLA). If leave time exceeds 30 calendar days, then # 5 above will apply.
7. Residents may only take a maximum of **1 week off per monthly rotation** { 1wk=5 working days }.
8. Residents may overlap 2 consecutive wks if scheduled for back to back **1 month elective** rotations.
9. **SICK LEAVE** entitlement **may be approved** for up to 12 working days per year and may be carried forward from one contract year to another, if applicable.

PGY-1 SPECIFIC GUIDELINES

1. Eligible to take a maximum of 3 wks. vacation (incl. weekends). { 3 wks = 15 working days }
2. Eligible to take 2 days of Administrative Leave for USMLE Step 3 exam and 3 days of Educational Leave for approved conferences.

PGY-2 SPECIFIC GUIDELINES

1. Eligible to take a maximum of 3 weeks vacation (incl. weekends). { 3 wks = 15 working days }
2. Eligible to take 5 days of Administrative Leave (ie: Step 3, Interviews, etc...) and 3 days of Educational Leave for approved conferences.
3. **Residents must set aside administrative or vacation days (maximum of 5 working days) for use towards their interviews and must submit their requests by NOVEMBER as interview months are usually held during the months of January, March or April.**

PGY-3 SPECIFIC GUIDELINES

1. Eligible to take a maximum of 4 wks vacation (incl. weekends). { 4wks = 20 working days }
2. Eligible to take 5 days of Administrative Leave and 3 days of Educational Leave.
3. **Residents not going into a fellowship program may not request vacation in JUNE.**
4. **EARLY DEPARTURE**: Early departure **is exclusive** for residents committing to a **fellowship program only**. Residents may request early departure leave and are expected to comply with these requirements:
 - a. **EARLY DEPARTURE** requests are due by **March!** Timely submission of early departure requests and approved coverage is **mandatory!**
 - b. Resident must be on duty at least 15 working days prior to departure to get credit for the rotation.
 - c. **Residents must set aside administrative or vacation days (maximum of 5 working days) for use towards their fellowship early departure leave request.**
 - d. Residents must submit a letter from the fellowship program indicating the date resident is to report for duty.