

LEAVE REQUEST FORM AND GUIDELINES
Department of Internal Medicine

LEAVE REQUEST SUBMISSION DEADLINES

July thru September requests are due by **MAY!**
October thru December requests are due by **AUGUST!**
January thru March requests are due by **OCTOBER!**
April thru June requests are due by **DECEMBER!**
EARLY DEPARTURE requests are due by **JANUARY!**

*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**, nor while assigned to **ER, WARDS, ICU, CARDIOLOGY, HEM/ONC or NIGHT FLOAT** rotations.
3. Vacation requests during GASTROENTEROLOGY may be submitted, but approval is contingent upon coverage arrangements and attending approval.
4. Residents are to **avoid** scheduling their **USMLE Step 3 Exam** or any **interviews** during ER, WARDS, ICU, or Night Float rotations.
5. Requests for vacation in **DECEMBER** will be reviewed & approved on a case by case basis.
6. Residents should not take more than **30 Calendar Days of Leave per year** (per ABIM Regulations). If the 30-day limit is exceeded, contract will be extended and resident will be considered off-cycle.
7. **MATERNITY LEAVE:** Sick & Vacation leave is to be used first (prior to FMLA). If leave time exceeds 30 calendar days, then # 6 above will apply.
8. Residents may only take a maximum of **1 week per monthly rotation** {1wk=5 working days}.
9. Residents may overlap 2 consecutive wks if scheduled for back to back **1 month** elective rotations.
10. Residents are eligible to receive up to 12 working days per year of Sick Leave.

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.

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. **EARLY DEPARTURE:** Residents continuing on to a fellowship program may request early departure leave. This leave request **is exclusive** for residents committing to a **fellowship program only**. Residents are expected to comply with these requirements:
 - a. Timely submission of early departure request and approved coverage is **mandatory!**
 - b. Resident must be on duty at least 15 working days to get credit for the rotation.
 - c. Resident is to **set aside administrative or vacation days for use towards their fellowship early departure leave request.**
 - d. Resident must submit a letter from the fellowship program indicating the date resident is to report for duty.