



Internal Medicine Vacation/Personal Day Policy
Addendum to the MHG Vacation and Leave of Absence Policy
500.10
Effective July 2023

American Board of Internal Medicine Rule

The ABIM requires all internal medicine trainees to complete 33 months of training to be eligible for the medicine board exam; thus, cumulative leave of more than 3 months (thirteen weeks) for any reason will extend the period of training beyond the traditional 36 months.

Days Off

- Residents may take up to 3 weeks of vacation (15 days) in PGY1 year and 4 weeks (20 days) in PGY2/3 years.
- Residents can take up to 5 personal days in total over the 36-month residency.

Process

- Vacation blocks and personal days must be submitted to the program coordinator using the vacation request form.
- Excluding personal days, vacations must be submitted to the program coordinators 3 months in advance and in 1-week (Monday-Friday) blocks
- The weekend prior or the weekend immediately following approved vacations will be scheduled off as determined by the program if not also requested by the resident.

Limitations

- Cardiology, MICU, and Inpatient Medicine rotations are not vacation and personal day eligible months.
- Some calendar dates may be excluded from vacation/personal days as determined by the program.
- Vacation blocks and personal days must be approved by the program director.
- Vacation blocks and personal days must not conflict with previously scheduled clinic patients.
- Some flexibility of the Monday-Friday vacation policy may be given for interviews or other special circumstances.