



## **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 (15 business days) of vacation each academic year.
- Residents will also have 5 personnel days to utilize each academic year. These can be used all together for an additional week off if desired.
- Vacation and personnel days may not be utilized on ambulatory, MICU, and inpatient ward rotations.
- Residents can request a weekend(s) off except on MICU or ward rotations.
- Up to 3 professional leave days may be used over the duration of your residency for the sole purpose of interviewing for residency, fellowship, or practice positions.

#### **Process**

- Vacation blocks, weekend off, professional and personal days must be submitted to the program coordinator using the vacation request form.
- Time off is to be submitted to the program coordinators 3 months in advance and in 1-week blocks (except for personnel and professional days).
- 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**

- Some calendar dates may be excluded from vacation blocks/professional days as determined by the program.
- Vacation blocks, weekend off, professional days or personnel days must not conflict with previously scheduled patients or other professional/clinical responsibilities.