



**Internal Medicine Vacation/Personal Day Policy**  
**Addendum to the MHG Vacation and Leave of Absence Policy**  
**500.10**  
**Effective July 2024**

## **American Board of Internal Medicine Rule**

The ABIM requires all internal medicine trainees to complete 33 months of training to be eligible for the internal 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 4 weeks of vacation (20 weekdays) per academic year.
- 3 vacation periods must be requested in 5-day blocks (Monday-Friday).
- 5 personal days can be utilized as individual days or as another block.
- The weekend prior to and/or immediately following an approved vacation block are also included in the block but do not count as one of the 20 vacation days.

## **Process**

- Vacation blocks and personal days must be submitted to the program coordinator using the vacation request form.
- Vacations must be submitted to the program coordinator 3 months in advance to ensure approval.

## **Limitations**

- Night medicine, MICU, and Inpatient Medicine rotations are not vacation 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 continuity clinic patients.