

**CAROLINAS MEDICAL CENTER
GRADUATE MEDICAL EDUCATION
VACATION POLICY**

Created: 1986

Reviewed: 8/01, 2/03, 7/03, 10/04, 1/07, 11/12, 9/19

Revised: 3/93, 8/95, 12/97, 2006, 8/6/200, 11/12, 9/19

NOTE: The term 'resident' in Carolinas Medical Center Graduate Medical Education Polices refers to both specialty residents and subspecialty fellows regardless of accreditation status.

1. All residents and fellows are allowed the equivalent of 3 weeks – 15 weekdays of vacation each academic year.
 - a. Five (5) of the 15 days will be given during the holiday blocks, the dates of which are determined by the central GME office
 - b. Programs then assign residents to be on vacation one of the two blocks
 - c. Should a resident opt not to be scheduled a holiday block off, the 5 days remain in their vacation pool for that academic year
2. All residents and fellows are allowed 5 additional weekdays of vacation to be taken during their third **OR** subsequent year(s). (5 days total over the third and any subsequent years). **The 5 additional days of vacation must be used during your residency training and is non-transferable if continuing to a fellowship program.**
3. In general, no vacation will be scheduled for greater than 5 weekdays.
4. Vacation time is not transferable from one academic year to the next academic year.
5. Formal request must be given to the resident's department **and** the department sponsoring the rotation at least 90 days prior to the first of the month in which the vacation is to be taken. Program Director will have the discretion to require less than a 90-day notice.

Notification of request should include:

 - Chief Resident or other responsible physician of assigned service during the time of the request
 - Program Director of resident or fellow's training program
 - Residency Coordinator of resident or fellow's training program
6. Vacation scheduling will be done on a first come, first serve basis. No more than one week of vacation should be taken on any rotation of three months or less in the first two years.
7. **No vacations will be taken during the last 15 days of June or the first 15 days of July.**
8. Vacation days must be recorded in Med Hub by program's designated individual.
9. **No vacations will be taken on the following rotations:**
 - a. **Internal Medicine:** ICU, DHU, Ward Service
 - b. **Emergency Medicine:** On months when ten or fewer interns are assigned
 - c. **OB (Intern):** On months when four (4) or fewer interns are assigned (this occurs infrequently)
 - d. **Pediatrics:** NICU, PICU, Wards (Chips A & B)
 - e. **Family Medicine:** Inpatient Service by upper level residents
 - f. **Psychiatry:** BHC Inpatient Psychiatry Services

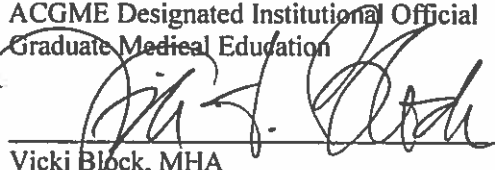


Suzette Caudle, M.D.

ACGME Designated Institutional Official
Graduate Medical Education

9/26/2019

Date



Vicki Block, MHA
President, Central Division and Carolinas Medical Center

10/01/2019

Date