

Title: <b>GME Vacation, Conference Attendance &amp; Holidays</b>	*Applicable to: <b>Beaumont Health</b>	Effective Date: <b>03/27/2018</b>
Policy Owner: <b>Graduate Medical Education Committee</b>	Document Type: <b>Policy</b>	Last Periodic Review Date: <b>03/27/2018</b>  Functional Area: <b>GME Human Resources</b>

**\*For This Document, Beaumont Health Includes:**

Beaumont Corporate Shared Services  
 Beaumont Hospital, Dearborn  
 Beaumont Hospital, Farmington Hills  
 Beaumont Hospital, Grosse Pointe  
 Beaumont Hospital, Royal Oak  
 Beaumont Hospital, Taylor  
 Beaumont Hospital, Trenton  
 Beaumont Hospital, Troy  
 Beaumont Hospital, Wayne  
 Beaumont Medical Group

**I. PURPOSE**

This purpose of this policy is to define vacation, conference attendance and holidays for residents and fellows.

**II. VACATION**

- A. Residents/fellows are entitled to three weeks' vacation per academic year. Vacation must not include more than 15 week days (Monday through Friday). Vacation may not be carried over from one academic year to the next. There is no payment provided for unused Vacation. Vacation may be used for vacation or personal business and must be requested in advance per program policy.
- B. Program Directors must ensure that program accreditation requirements and board eligibility requirements are met when granting time off. It is necessary to review eligibility requirements for specialty board examinations which may be accessed through the American Board of Medical Specialties ([www.abms.org](http://www.abms.org)), the American Osteopathic Association ([www.osteopathic.org](http://www.osteopathic.org)), the American Board of Podiatric Medicine ([www.abpmed.org](http://www.abpmed.org)) or the American Board of Foot and Ankle Surgery ([www.abfas.org](http://www.abfas.org)). Some Boards clearly state the maximum time allowed for leaves; some have no specific policy; others defer to the program director. Therefore, each Board must be consulted. Each program should provide a program policy clarifying their individual specialty Board requirements and program procedures.
- C. Individual programs may require that vacations be scheduled in block of one or two weeks.

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D. Reoccurring religious accommodations may be accommodated with sufficient advance notice and where patient care will not be jeopardized. Approval is at the discretion of the program director.

E. Vacation time cannot be withheld as a disciplinary measure.

**III. CONFERENCE ATTENDANCE**

A. In addition to vacation, up to five days per year, inclusive of travel time, are allowed for conference attendance.

B. Conference attendance, *at which the resident/fellow is presenting*, is at the discretion of the program director.

**IV. HOLIDAYS**

A. Beaumont Health annual holidays do not apply to residents/fellows. Due to the nature of the medical education training program and responsibilities for patient care, residents/fellows may be scheduled for duty.

B. Religious holidays may be accommodated with sufficient advance notice and where patient care will not be jeopardized. Approval is at the discretion of the program director.

**V. REQUESTING TIME OFF**

A. The following process is to be used:

1. Resident/fellow submits a request for vacation to the appointed program representative, in accordance with the programs.
2. If a request for time off is submitted when a resident/fellow is rotating with another service or hospital, the resident/fellow must obtain in advance, the approval of both the Program Director and/the supervising attending physician of the service on which he/she will be rotating.
3. The appointed representative will approve or disapprove the request based on program procedures, educational and patient care needs for the time requested.
4. Each program will develop vacation policies that meets the specific needs of the program.
5. Each program will track vacation for each of its residents/fellows to ensure compliance with this policy.

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**VI. REFERENCES**

Accreditation Council for Graduate Medical Education (ACGME) Institutional Requirements, Section IV.G

Approved by the Beaumont Health Graduate Medical Education Committee (GMEC),  
June 20, 2017

**CORPORATE AUTHORITY:**

Beaumont Health (“BH”) as the corporate parent to William Beaumont Hospital, Botsford General Hospital, and Oakwood Healthcare Inc., (“Subsidiary Hospitals”) establishes the standards for all policies related to the clinical, administrative and financial operations of the Subsidiary Hospitals. The Subsidiary Hospitals, which hold all health facility and agency licenses according to Michigan law, are the covered entities and the providers of health care services under the corporate direction of BH. The Subsidiary Hospitals’ workforces are collectively designated as BH workforce throughout BH policies.