

## **POLICY REGARDING RESIDENT VACATIONS, MEETINGS AND TIME AWAY**

### **Vacation Policy:**

- PGY-1, PGY-2, PGY-3, PGY-4 and PGY-5 clinical residents will receive three weeks of vacation time.
- Vacations will run Monday to Sunday. **It should not be assumed that the weekend prior to a scheduled vacation will be given off.** Arrangements to have this additional weekend off can be made only through the prior approval of the Administrative Chiefs and the Program Director.
- Due to staffing restraints, vacations may not be taken on certain rotations. These rotations may vary from year to year.
- Vacation requests are made to the administrative chief residents who will determine vacation assignments in a timely fashion in consultation with the Program Director.
- Vacation assignments are generally awarded on a seniority basis based on PGY year and the constraints of staffing on services. However, every effort will be made to honor as many specific requests as possible.
- Do not make travel plans assuming you will receive your requested vacation(s); wait for confirmation.
- The department will attempt to provide each resident with four days off straddling either the Christmas or New Years Holiday in addition to their three week vacations.

### **Resident Travel for Professional/Educational Activities**

The involvement of residents in travel related to professional (educational) activities is necessary and encouraged. Because such travel can result in absences from clinical duties and also result in numerous expenses, a number of conditions must be met before such travel will be supported.

The Department will endeavor to help fund **domestic** travel for residents who are first authors to present their paper or their poster, providing certain provisions and expectations are met.

Papers and posters may be submitted to **international** meetings, but the department **does not fund expenses** for foreign travel for faculty or residents. International travel and expenses are the responsibility of the submitter or sponsors.

Criteria for Approved Travel:

- The Department of Surgery will sponsor the attendance to **one** national surgical meeting per resident in either their PGY-4 or PGY-5 year.
- Otherwise, the reason for traveling will be to present the results of original investigative work conducted while at UNC or for participation in educational activities approved by the Program Director.
- The traveler will be personally making the presentation of the investigative work.
- Time away from clinical duties is minimized. Travel to the away location should be on the date prior to the day of presentation, and return following completion of the presentation.

Authorization for Travel: Absences from clinical Duties must be approved in writing (email) by the:

- Faculty Chief of the Service involved
- Program Director
- Sponsoring faculty member
- Appropriate Administrative Chief Resident responsible for scheduling

This policy is necessary so that adequate coverage can be arranged for the resident's absence from clinical duties. *Time up to one week total spent at meetings is considered departmental not vacation time. If an individual is at meetings for a total of greater than seven days then the days in excess of seven are subtracted from vacation days either in the current academic year or subsequent year.*

Reimbursement of Travel Expenses: Expenses will not be reimbursed *if the approval for travel was not obtained prior to the date of departure.*

Reimbursement of expenses incurred will be provided through the Office of the Program Director, but will be charged to the sponsoring faculty member if those funds are available. Only reasonable and customary expenses will be reimbursed. Allowable expenses are determined by the UNC Travel Reimbursement Policy. Travel forms must be filled out so that you are covered by insurance.

## **Resident Travel for Interviews**

The department recognizes that travel related to interviews for Fellowships or post-residency employment is necessary. Because such travel will result in absences from clinical duties which impact the entire residency, conditions must be met before such travel will be approved.

It is understood that:

- Time away from clinical duties will be minimized.
- The costs of these interviews will be born by the individual resident.

Authorization for Travel: Absences from clinical Duties must be approved in writing (email) by the:

- Chief of the Service involved
- Program Director

This policy is necessary so that adequate coverage can be arranged for the resident's absence from clinical duties. *Time up to one week total spent at interviews is considered departmental not vacation time. If an individual is away for a total of greater than seven days, then the days in excess of seven are subtracted from vacation days either in the current academic year or the subsequent year.*

***In summary, up to seven days of combined absence for meetings and interviews per year will be considered departmental leave; the days in excess of this will be subtracted from vacation days as noted above.***

9/10/2010