



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

DEPARTMENT of SURGERY  
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**UNC Department of Surgery  
General Surgery Residency Program  
Paid Time Off (Vacation) Policy**

**Vacation Time:**

- The surgery residency PTO policy follows the UNC GME policy referenced here: <https://www.uncmedicalcenter.org/uncmc/professional-education-and-services/office-of-graduate-medical-education/gme-policies/>
- PGY-1, PGY-2, PGY-3, PGY-4 and PGY-5 clinical residents will receive three weeks of vacation time.
- Vacation time will be considered the five-day work week (Monday through Friday) and will counted as paid time off (PTO).
  - o You will also have off either the weekend before or after (Saturday and Sunday) the vacation week for a total of seven contiguous days off.
  - o You will NOT have both the weekend before and after your vacation off and will have patient care responsibility on the weekend you are working.
    - **It should not be assumed that the weekend prior to a scheduled vacation will be given off as it may be the weekend after**
  - o Any time greater than seven contiguous days (including 'bookend' weekends) will require approval by the program director
- Due to staffing constraints, vacations may not be taken on certain rotations. These rotations may vary from year to year.
- The

**Logistic Details:**

- 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.

- For senior residents, if you are anticipating using academic development time to attend a meeting, those requests should be put in at the time of vacation requests.
  - o \*\*\*If those requests are not received and built into the schedule at the time vacation requests are made, you are at risk of not having the trip approved if there is a conflict after the schedule is made\*\*\*
- The Program Director may take into account other aspects of professionalism (Duty hour logging compliance, case logging compliance, conference attendance and preparation) and performance on the ABSITE when making decisions about vacation schedules, particularly when a conflict between requests arises.
- 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 or five days off straddling either the Christmas or New Years Holiday in addition to their three week vacations. However, this is not a guarantee, nor is the time period (Christmas or New Year) you will have off.

### **Required Training Time**

- The American Board of Surgery (ABS) requires a minimum amount of training time to be board eligible at the completion of general surgery residency. The specific requirements can be found here
  - o [http://www.absurgery.org/default.jsp?certgsqe\\_training](http://www.absurgery.org/default.jsp?certgsqe_training)
- In summary, the ABS requires at least 48 weeks of full-time clinical activity in each residency year. The 48 weeks may be averaged over the first three years of training (total 144 weeks) and again over the final two years (total 96 weeks).

**If there is more cumulative time missed from full-time clinical activity than defined above for any reason (PTO, sick leave, family medical leave, maternity leave, meeting attendance/presentations), this will extend your residency.**

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

- Please see the resident travel policy for explanation of this.
  - o **Professional development time (meeting travel) must be accounted for when logging duty hours and ANY time away from clinical duties (vacations, meeting travel, interviews) will count toward the required 48 weeks of clinical activity in any training year as mandated by the American Board of Surgery in the**

**Training Requirement for General Surgery Certification**  
([http://www.absurgery.org/default.jsp?certgsqe\\_training](http://www.absurgery.org/default.jsp?certgsqe_training))

**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 should be understood that:
  - o Time away from clinical duties will be minimized.
  - o 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:
  - o Chief of the service involved
  - o 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 or for professional development (meetings, other presentations, interviews) is considered departmental not vacation time. If an individual is away for a total of greater than five days (Monday-Friday) combined for either of these reasons in any single academic year, then the days in excess of five are subtracted from vacation days either in the current academic year or the subsequent year.***

Date Last Reviewed: July 2019