

WVU Department of Surgery Off-Service Resident Vacation Policy

The Department of Surgery recognizes that a significant number of residents rotating on our services will be requesting vacation during their time on our services. Our goal is to maintain a healthy learning environment while maximizing the educational experience of your residents. To help eliminate confusion and conflicts the Department of Surgery has put together the following guidelines for off-service residents requesting vacation while on a general surgery /sub-specialty service.

1. Vacation requests must be submitted 4 months in advance. Requests for vacation during the months of August, September, and October should be submitted by no later than July 31st.
2. Vacations are not approved until all three signatures (service chief resident, faculty service chief, and Surgery program director) have signed off on the vacation request.
3. ****DO NOT** make flight arrangements, reservations, etc. until you are officially granted your vacation.
4. All attempts will be made to accommodate each resident's first choice. The administrative chief resident and the program directors, if needed, will mediate disputes.
5. **NO** vacations will be permitted on Nightfloat, the last 2 weeks of June, the month of July, the week of Thanksgiving, Memorial Day, Labor Day, the month of December, or the first week of January. Residents will be assigned days off during either Christmas or New Year. Residents will get a total of 7 days off in December to include GME days off and holiday schedule.
6. **NO** vacations will be granted during the week prior to the General Surgery In-service training exam (the last week in January).
7. All vacations must be taken in one-week intervals. Exceptions will be made on a case-by-case basis in consultation with the administrative chief resident, residency administrator, and the program director.
8. Only one week of vacation/conference time will be allowed per month per resident.
9. **Residents are allowed one week off per 3 months of service within the department of general surgery.**
10. A maximum of 2 residents are permitted vacation on any given service each month.
11. Vacation is NOT permitted on the same rotation on different months throughout the year except as the week rolls over in the next month (i.e. at the end of one month and the beginning of the next).
12. A week constitutes no more than 7 consecutive days (including weekends). This credits one GME required day off.
13. Only one resident per rotation may be on vacation at a particular time.
14. Exceptions will be made on a case-by-case basis for unscheduled absences, e.g. deaths, births, or other family emergencies.
15. All requests must be made on the Surgery department's electronic vacation request form. This form was emailed to your department's program manager.
16. Meeting/travel requests (presenting resident) must be submitted one month prior to the rotation. These will be considered on an individual basis. Only the days of the meeting and one travel day will be granted. Additional days will be considered a vacation.
17. **If a resident is away from the service to attend a meeting, they will not be permitted to take a separate vacation that same month.**
18. Requests for exceptions to the above guidelines must be submitted in *writing* to the program director and will be approved or denied on a case-by-case basis.

We appreciate your co-operation and hope that by following the above guidelines, we will be able to accommodate all resident's vacation requests. Please see that each of your residents rotating with us receives a copy of these guidelines.

Thank You.

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