



Policy Number GME-8242-005
Date of Last Review Month Year: 5/2022
Date of Last Revision Month Year: 2/2013
Policy Owner(s) Department GME

Institutional Requirement IV.H
2022 Accreditation Council for
Graduate Medical Education (ACGME)

Graduate Medical Education: Vacation Leave

I. Purpose

Ochsner Clinic Foundation (OCF) provides paid vacation leave during an annual academic contract period to residents actively employed in an OCF sponsored training program. Any unused vacation leave during the annual residency agreement period does NOT transfer to the subsequent appointment year. A resident shall not be paid for unused vacation leave if the resident voluntarily or involuntarily leaves the program during the residency agreement period.

II. Scope

All Ochsner sponsored residency and fellowship programs.

III. Definitions

- **Accreditation Council for Graduate Medical Education (ACGME)**
- **Resident:** Trainee in an Ochsner Clinic Foundation sponsored Graduate Medical Education program
- **Program Director:** Appointed faculty member with authority and accountability for the OCF accredited training program
- **Ochsner Clinic Foundation (OCF)**
- **Designated Institutional Official (DIO):** Responsible for oversight of OCF Graduate Medical Education programs
- **Graduate Medical Education Committee (GMEC):** Responsible for policy and oversight of Graduate Medical Education sponsored by OCF, chaired by the DIO
- **New Innovations:** OCF's GME residency management system

IV. Policy Statement:

Residents are required to follow the policies of their training program in requesting and scheduling available vacation leave. Failure to follow departmental policies may result in the request being rejected. In general, each resident must submit a leave request in writing to his/her Program Director. Program Directors, or their designee, will have final authority to approve vacation leave time requests.

First Year Postgraduates (PGY-1) – are authorized 2 weeks (10 weekdays - Monday thru Friday), with contiguous weekends not to exceed a total of 14 days.

Second Year Postgraduates (PGY-2) – are authorized 3 weeks (15 weekdays – Monday thru Friday), with contiguous weekends not to exceed a total of 21 days.



Policy Number GME-8242-005
Date of Last Review Month Year: 5/2022
Date of Last Revision Month Year: 2/2013
Policy Owner(s) Department GME

Institutional Requirement IV.H
2022 Accreditation Council for
Graduate Medical Education (ACGME)

Graduate Medical Education: Vacation Leave

Third Year and Above Postgraduates (PGY-3 & above) – are authorized 4 weeks (20 weekdays – Monday thru Friday), with contiguous weekends not to exceed a total of 28 days.

Vacation leave is not to be taken in more than six (6) segments during each academic year or as approved by each respective Program Director or their designee. It is not necessary for these segments to be evenly distributed. Residents in all disciplines must complete their vacation leave prior to June 15 except in extenuating circumstances when approved by the Program Director.

Vacation Leave Request Process

1. Vacation leave requests should be submitted to the Program Manager/Supervisor with as much advance notice as possible and according to department specific procedures.
2. Program Director and/or designee is required to approve through signature all vacation leave requests.
3. Vacation leave days are required to be recorded in New Innovations by the resident or Program Manager in a timely manner for record keeping.
4. It is the responsibility of the resident taking vacation leave to ensure his/her duties are covered by an appropriate substitute and that the program director and program manager/supervisor is aware of such substitutions.

Additional training after a leave may be needed for successful completion of Program Requirements and/or for Board Certification requirements. The amount of vacation leave time that necessitates prolongation of the training for the resident shall be determined by the Program Director, GMEC and the requirements of the pertinent Residency Review Committee (RRC) and/or certifying Board.

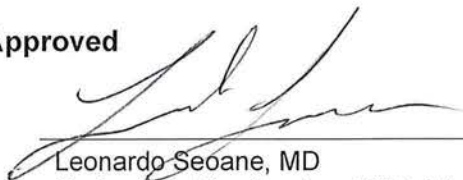


Policy Number GME-8242-005
Date of Last Review Month Year: 5/2022
Date of Last Revision Month Year: 2/2013
Policy Owner(s) Department GME

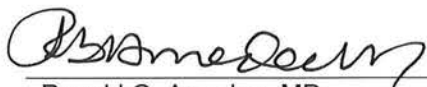
Institutional Requirement IV.H
2022 Accreditation Council for
Graduate Medical Education (ACGME)

Graduate Medical Education: Vacation Leave

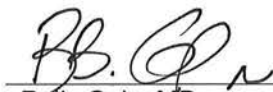
Approved



Leonardo Seoane, MD
Senior Vice President and Chief Academic Officer



Ronald G. Amedee, MD
Dean – Medical Education



Rajiv Gala, MD
Designated Institutional Official

Policy History

Date of Issue: 11/1994

Revisions: December 2001, December 2003, July 2007, February 2013,
May 2022