



<b>Tufts Medical Center -(GME)</b>	<b>Subject:</b> <b>Vacation and Personal Days</b>	<b>File Under:</b> Policy # GME 103
<b>Issuing Department:</b> Graduate Medical Education		<b>Latest Revision Date:</b> May, 2012
<b>Original Procedure Date:</b> October 1, 2001	<b>Page 1 of 3</b>	<b>Approved By:</b> Associate CMO for GME Chair GMEC Director, Physician Services

**INTRODUCTION:**

This Policy establishes hospital-wide vacation standards for all House Officers (interns, residents and fellows, hereinafter “Trainees”) appointed to GME programs sponsored by the Tufts Medical Center Hospitals, Inc. (“Tufts MC”).

Each GME program may supplement this Policy with written procedures regarding application and use of vacation or personal day use. In any situation in which Tufts Medical Center’s vacation or personal day policy applicable to all Tufts Medical Center’s employees or a program-specific policy conflicts with this GME Policy, the terms of this Policy shall prevail.

**VACATION DAYS:**

A. Annual Accrual

On an annual basis, ordinarily commencing July 1<sup>st</sup>, each Trainee will accrue fifteen (15) vacation days, or on a monthly basis, the Trainee will accrue 1.25 vacation days per month. Trainees may use vacation days in advance of accrual only with specific approval by the Program Director taking into consideration the overall needs of the training program.

B. Advance Approval

Use of vacation hours at any time requires the specific permission of the Program Director and must be scheduled in accordance with program specific policies and procedures. The Program Director, or his/her designee, may prohibit the use of vacation time at their discretion, such as during specific rotations, time periods, or to meet patient care or educational needs.

C. Termination of Appointment

In the event the Trainee's appointment is terminated, all accrued but unused vacation time will be paid to the Trainee.

D. Automatic Forfeiture

All vacation time accrued during the appointment year must be used during the year in which it accrued. All unused, accrued vacation time during an appointment year will be forfeited and will not be reimbursed to the Trainee.

**PERSONAL DAYS:**

A. Eligibility

All Trainees are granted up to three (3) personal days per appointment year. Use of this time is at the sole discretion of the Program Director. These days may be used for religious holiday observations, family emergencies or fellowship interviews.

B. Program Director Approval

Approval for the use of personal days is not granted automatically. It is at the sole discretion of the Program Director, or his/her designee, after consideration of training requirements, patient care needs, and other pertinent factors.

Approval for use of personal days should be obtained at least one month in advance. In the event of an emergency, the Trainee should seek approval for the use of personal days from the Program Director as soon as possible but in any event in advance of using the personal day(s).

C. Forfeiture/Termination of Appointment

All personal days must be used prior to the end of the appointment year in which they are granted. Any unused personal days may not be carried over to the next appointment year and will not be paid to the Trainee in the event the Trainee's appointment is terminated.

**RESPONSIBILITY OF:**

Graduate Medical Education

**Author:**

Members of the Graduate  
Medical Education Committee

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August 18, 2008  
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Graduate Medical Education Committee

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