IX. Policy on Vacation and Leave

The Department of Surgery’s policy on vacation, sick and other leaves is within the guidelines of the Health Sciences Center and is highlighted below.

A. Vacation

1. All PGY 1 residents are allowed 10 weekdays of vacation annually.
   a. All PGY 1 preliminary residents must take vacation the last 5 working days of June, unless they are not moving away from Lubbock or do not need time to move.

2. All PGY 2 residents are allowed 15 weekdays of vacation annually.

3. All PGY 3, PGY 4, and PGY 5 residents are allowed 20 weekdays of vacation annually.

4. Vacation time may not be taken during the following periods of the year:
   1. July 1st - July 15th
   2. June 15th - June 30th
   3. January 1st - 31st
   4. December 15th - 31st

B. Leaves

1. Maternity and Paternity leaves are treated equally.

2. Residents anticipating need for maternity or paternity leave shall save as much or all of their vacation time for that period.

3. If after using vacation time and sick leave, the resident wishes to take a longer period of time, he or she must submit a request for that time as maternity or paternity leave. If total vacation, sick leave, and maternity/paternity leave exceeds 4 weeks in duration, then the resident will be required, as mandated by the American Board of Surgery, to make up the time at the end of their residency training.

4. If the father chooses not to take formal time off after child birth, his clinical duties will be restricted as much as possible, including no call for 5 weekdays postpartum.

5. Leave during the chief resident year (PGY 5) may not exceed four weeks.
   The American Board of Surgery states that the chief year must include 48
of 52 weeks of uninterrupted general surgery training. The department adheres to the policy set forth by the American Board of Surgery (For documented medical problems or maternity leave, the ABS will accept 46 weeks of training in one of the first three years of residency and 46 weeks of training in one of the last two years, for a total of 142 weeks in the first three years and 94 weeks in the last two years. Unused vacation or leave time cannot be applied to reduce the amount of full-time experience required per year without written permission from the ABS. Such requests may only be made by the program director.)

C. Interview leaves

1. Residents anticipating need for time off to interview for employment purposes will save as much of their vacation time as possible to be used for that purpose.
   a. All PGY1 preliminary residents who do not already have another job or training program commitment for the following academic year should plan to take ALL their vacation days for interviewing purposes.

2. If at all possible, 5 weekdays of leave time will be provided for PGY 4 and PGY 5 residents to interview. Keep in mind the ABS requirement that a minimum of 48 weeks MUST be spent on clinical activities for the resident to receive credit for the whole year.

D. Education Leaves

1. Chief Residents (PGY 5) will be given time to attend the American College of Surgeons Annual Meeting in the fall, or a board review course not to exceed 5 working days.

2. Residents will be provided educational leave to attend meetings where they are presenting and representing the Department of Surgery.

3. All other educational leaves will be taken up on a per case basis by the program director and the chairman.