



Holiday Leave Policy and Procedure

Effective Date: February 2016	Policy Owner: Graduate Medical Education Administration
Last Review Date: February 2016	Policy Contact: Marsha Sellner
Next Review Date:	ACGME Institutional Requirement #: IV.A.3.a), IV.B.2.i), IV.G.1.
Origination Date: February 2016	ACGME Common Program Requirement #:

POLICY STATEMENT

Holiday scheduling for trainees is rotation-specific by program. The educational requirements and the 24 hour operational needs of the hospital are taken into consideration when scheduling holiday time off.

Residents and fellows are not eligible to receive an annual University of Minnesota issued personal holiday.

REASON FOR POLICY

To define who determines the holiday time off policy for residents/fellows (trainees) enrolled in TIGMER Graduate Medical Education training programs.

PROCEDURES

Program Responsibility

Programs are responsible for tracking time off for all leaves to insure that specialty board requirements are met prior to graduation from the program.

Programs must work with their trainees to report all leaves in the Residency Management Suite (RMS) according to instructions received by MMCGME Services. Programs must also forward documentation to MMCGME Services for leaves that extend the trainee's time in the program.

FORMS/INSTRUCTIONS

RESPONSIBILITIES

FAQ

ADDITIONAL CONTACTS

Subject	Contact	Phone	Fax/Email
Primary Contact(s)			
Subject			

DEFINITIONS

RELATED INFORMATION

HISTORY