



REQUESTING VACATION/TIME AWAY POLICY

DHMC Dermatology Residency Program

DHMC residents are allowed **three weeks** (15 weekdays, 6 weekend days) of vacation per year per GME guidelines. Five CME days are allowed. Other time away to attend meetings, conferences, etc. is offered at the discretion of the section/program director and will be considered only for events of substantive learning potential.

Ideally, these three weeks of vacation may be taken as follows:

- Two (one week) blocks
- 5 Single days or groups of days

Residents should avoid vacation during the following times:

- Basic and CORE exams
- July - The expectation is that for at least the first two weeks of July all residents will be here, special circumstances will be reviewed by the program director.

Time away must be scheduled three months in advance.

Requests for vacation received less than three months away from the time requested may not be honored, except in cases of emergency. Residents must insure that prior to their vacation request both duty hour and surgical logs are up-to-date. All vacation/time away requests forms should be completed with appropriate coverage for required clinics and submitted to the Scheduling Chief Resident for initial approval, then will be overseen and approved by the program director.

In general, **only one resident should be away at a given time**. Regular exceptions to this rule include AAD annual meeting and holidays. This will ensure adequate coverage of necessary services and that enough residents are present to make teaching sessions meaningful. Special requests will be considered by the program director.

The policies for sick leave, maternity or paternity leaves, bereavement leaves or any other leave that might be covered by FMLA legislation are found on the website <https://gme.dartmouth-hitchcock.org/policies/gme-policies> and in the Dermatology "Time Away Definitions Residency" policy.



**Requesting Time Away Policy for
Dermatology Resident Rotations at VA**

All scheduling of time away at the VAMC will go through Dr. Nancy Burnside
3 months or longer lead time of requests or any known time away is expected.

In general, the amount of time expected to be used for vacation/away during a resident's rotation at VA should not exceed an amount proportionate to the resident's total vacation time and VA rotation duration.

For example, for the VA chief resident, with a total of 4 months on VA Chief; total time away while on service at VA should not exceed 1/3 of the total annual vacation allowed. Assuming fifteen days of allowed vacation time per annum, each VA chief would take 1 week of vacation time from their VA blocks.