

## **Time away policy for vacation, interviews and meetings for the Sleep Medicine Fellowship**

### **DHMC GME Vacation Policy**

House staff at all levels are allotted **20 paid vacation days** per academic year as well as **5 paid flex days** per academic year.

Please see the GME Time Away from Training Policy for additional details.

### **Sleep Medicine Specific Policy**

Three months notice for vacation or conference time away. Vacation and conference time may not be taken on scheduled interview days or the day of the Annual Program Review.

30-day notice for any flex days if possible. We recognize that some issues arise in an unexpected fashion and that notice is not always possible.

Monday and Friday afternoons are potentially available to schedule self-care appointments such as dentist's visits, doctor's visits, mental health provider visits etc.

Requests for all time away (flex, vacation, conference) must be made via MedHub submission to the Program Director and Coordinator. The Program Coordinator will notify support staff for schedule changes.

If the time away is un-planned the fellow will still notify the Program Director and Coordinator via email but will also alert support staff to their absence via phone. Program Coordinator will record the time away in MedHub.

Reviewed May 2024