

UBC Department of Medicine Internal Medicine Vacation Change Policy

General

Residents are entitled to 4 weeks of vacation per academic year. Vacation weeks are requested and approved by the Program in conjunction with rotation scheduling for the upcoming academic year. All vacation weeks that are entered into One45 upon release of the schedule are considered **pre-approved** by the Program and require no further action.

Any additional scheduling or changing of vacation weeks after the release of the schedule must be approved by **both** the service head of the impacted rotation(s) and the Program Office. Request forms for cancellations, changes, additions of vacation weeks are all found in Entrada.

Vacation weeks are scheduled from Saturday – Sunday (the following week) unless otherwise requested by the resident and approved by the service. 2 vacation weeks may be scheduled back-to-back, provided it is either a) an 8-week block or b) it falls on the first and last week of a block.

Cancelling Vacation

To cancel a week of vacation, the service head and program office must be notified one clear block in advance of the scheduled vacation week.

Scheduling New Vacation

To schedule a new week of vacation, the service head must approve the vacation and the resident must notify the program two clear blocks in advance of the impacted rotation.

75% Attendance Guideline

No vacation weeks may be scheduled in Block 7 due to the 75% attendance guideline and the Christmas / New Year's break.

No additional leave may be scheduled in a block where residents already have scheduled conference or flex leave due to the 75% attendance guideline.