General Surgery Residency Training Program
Conemaugh Memorial Medical Center

Policy:
Paid Time Off

Purpose:
To provide consistent time off per training level

Applies to:
Categorical and Preliminary residents PGY 1-5

Procedure:

- Vacation requests for the August – December time period must be submitted in writing on a PTO form no later than July 31 of that academic year

- Requests for vacations are for five (5) working days Monday – Friday. Every effort will be made to include the weekend, if at all possible, which will be counted as days off

- Vacation requests will not be permitted from the 1st week of June to June 30 and approximately December 15 to January 5. The only exception to the month of June is for the chief resident. The exception is at the discretion of the Program Director. Requests for January will be considered on an individual basis due to the annual American Board of Surgery In-Training Exam

- No more than four (4) weeks total, including vacation time, interview time, and meetings are permitted per year. These are guidelines established by the American Board of Surgery

- A total of five interview days is allotted by the program. If more days are needed, you may use your PTO days if you choose

- Requests for time off to deliver presentations is permitted at the discretion of the Program Director. Presentation days will not be counted toward vacation, however, the length of attendance will be at the discretion of the Program Director

- Any requests for specific days off must be submitted utilizing the PTO form by the 1st day of the previous month

- The following is the guideline for vacation requests:

	First 6 Months	Second 6 Months
PGY 1-2	1 week	1 week
PGY-3-5	2 weeks (vac or conf)	2 weeks (vac or conf)

Total of 3 wks vac and 1 wk conference

Unused conference time does not convert to vacation time

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Effective 2/1/04
Revised 1-07