



**Department of Medicine  
Internal Medicine Residency Program**

**REQUEST FOR VACATION/ADMINISTRATIVE LEAVE/CLINIC CANCELLATION  
BY RESIDENTS AND INTERNS**

1. Residents and interns must submit requests for any and all leave (vacation/administrative/maternity/paternity) and clinic cancellations at least 8 weeks prior to the dates being requested in order to facilitate cancellation of outpatient clinics with minimal inconvenience to the affected patients.
2. Requests are submitted to the Housestaff Coordinator on the Vacation Request/Clinic Cancellation form.
3. The Housestaff Coordinator verifies the balance of vacation days available to the resident/intern as well as the site of the clinic to be cancelled. The request is then forwarded to the Program Director for approval.
4. Following the Program Director's approval, the appropriate clinic sites and schedulers are notified of the planned absence.
5. Use of administrative leave to attend conferences, interviews, Board exams, etc. is at the discretion of the Program Director.
6. Any combination of leave which exceeds four (4) weeks must be made up in order to sit for the ABIM exam.

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