UNMC Internal Medicine Residency Program
Leave Guidelines for House Officers

Vacation leave
- You receive 20 vacation days per academic year (max amount to begin a year is 30 days) – use your vacation!
- Adhere to deadlines – requests must be sent 2 months prior to start of rotation. For example, September vacation is due July 1.
- Vacation requests should be consecutive days.
- Be flexible!
  - Negotiate with other residents on service, especially on holidays.
  - If plans are rigid and important, email co-residents months in advance.
  - More senior residents generally have priority.

Education leave
- You receive 5 days per academic year. These days do not carry over.
- Use for Step 3, conferences, etc.
- You may only use these days on vacation eligible rotations.
- Plan ahead! Submit at same time as vacation requests.

Wellness Half Days
- You receive 2 per academic year (sick leave used).
- These are intended to be used so you can go to the doctor, dentist, get a haircut, oil change, etc!
- You may only use these days on vacation eligible rotations.
- Submit wellness half day requests at same time as vacation requests (no not request a wellness half day when you have your half day of clinic scheduled).

Sick Leave / Family Leave
- Too sick to work, need leave for a family emergency/illness, maternity/paternity leave.
- Sick leave accrues 1 day per month you are at UNMC until you’ve been employed for 2 years (after 2 consecutive years, you receive 6 months of sick leave).
- Always let chiefs know as soon as you can!
- Let supervisor, fellow or staff know you cannot come to work.
- Let ambulatory chief and clinic preceptor know if you’ll miss clinic.
- For extended leave, let UNMC Chief and Education Administrator know as soon as you can.