

**008_GMEC_Vacation, Holidays & Non-Medical
Leave of Absence for Residents**

Title:	Vacation, Holidays and Non-Medical Leave of Absence for Residents	Index Number:	FM-GMEC-008		
Scope of application:	All Graduate Medical Education (GME) Programs	Original Date:	Reviewed on:	Next Review Date:	
		17.11.2005	15.01.2024	15.01.2027	

1. **Vacation**

Residents are entitled to 28 days (20 weekdays and 8 weekend days) during the year to be taken as determined by the Program Director. Vacations must be requested, in writing, using the AUB Leave Request Form, from the Chief Resident or Program Director. Such Requests must be made as far in advance as possible.

2. **Holiday**

Residents who are on vacation or have duty on days observed as Holidays by the Medical Center are not granted compensatory days off. Holiday scheduling for residents is rotation-specific by programs and should be consistent with policies of the program and/or department. Programs who may grant holiday days off should take consideration into consideration the 24-hour operational needs of the medical center as well as the program's educational requirements.

3. **Leave of Absence**

If a resident wishes to take a leave of absence for non-medical reasons, this must be negotiated with the program director and would require an interruption in appointment, without pay. Except in unusual circumstances, a leave of absence may not extend beyond the resident's period of appointment. During the leave of absence, health benefits may be maintained contingent on premium payments, through the Health Insurance Plan (HIP).



The effect of any leave of absence on satisfying criteria for residency program completion will be determined pursuant to the "Effects of Leaves of Absence on Satisfying Criteria for Residency Program Completion" policy.

4. **Reinstatement**

Reinstatement in the training program is dependent upon the availability of training positions. Where appropriate, Program Directors are encouraged to reinstate residents in good standing in the next available training position. However, position, stipend and benefits cannot be guaranteed for voluntary interruption in appointment. Adjustment in quota positions will be negotiated through the American University of Beirut and its Medical Center administration through the Graduate Medical Education Office.

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5. Signatures

Reviewed and Approved by	Name	Signature	Date
Assistant Dean for Graduate Medical Education (GME) & Chair of Graduate Medical Education Committee (GMEC)	Salah Zeineldine, MD		05.02.2024
Executive Associate Dean for Medical Education	Kamal Badr, MD		05.02.2024