**Brigham and Women’s Hospital Department of Surgery
2019-2020 Resident Policy for Requesting Time Off**

1. For conference attendance
	1. If travel is to present at a meeting, time off should be requested prior to accepting presentation. Allotted time off includes no more than one day prior to and after the presentation to allow for travel.
	2. If NOT presenting, residents are allowed ONE conference attendance during their PGY 4 and 5 years only
	3. At least 1 month’s advance notice is required.
	4. Resident must email Dr Smink, both Administrative chiefs and their Rotation chief with requested dates off.
	5. If approved for travel, the Administrative chiefs, with assistance of Rotation Chief, will arrange alternative coverage where possible.
	6. For details, please refer to the BWH Department of Surgery Resident and Fellow Travel Policy or contact Sarah Broughton Herd at sbroughtonherd@bwh.harvard.edu.
2. For social events (e.g. attendance at weddings; reunions; etc). [Weekends only]
	1. The resident should provide at least 1 month’s advance notice to the Administration and Rotation Chiefs.
	2. If approved, it is the responsibility of the resident to arrange alternative coverage. The covering resident must be within the work hour regulations.
	3. The resident should email both Administrative Chiefs, the Rotation Chief and the covering resident with weekend date requested and coverage.
3. For interviews
	1. The resident should notify the Administrative and Rotation chiefs with interview dates as soon as determined.
	2. The resident should arrange for alternative coverage. The Administrative Chiefs are available to assist with process.
	3. Any resident time away from clinical duty should not exceed American Board of Surgery requirements.
4. Other [Sick Time, Maternity/Paternity, Personal/Family Leave, etc]
	1. Please refer to the Brigham and Women’s Hospital Department of Surgery Resident Sick Time Policy.
	2. For additional information, see the Partners Resident Vacation, Sick Time, and Leave Policy at

<http://www.partners.org/Assets/Documents/Graduate-Medical-Education/Policies/Vacation-SickTime-Leave-020314.pdf>

* 1. Any resident’s time away from clinical duty should not exceed American Board of Surgery requirements for credit.