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Internship Office

VACATION POLICY:

Vacation for 1-year internship training are as follows:

- 15 days Annual vacation
- 5 days Eid vacation in 1 Eid holiday

Note: Academic leaves are NOT allowed.

Guidelines for Eid vacation:

1. Interns will follow the hospital rules regarding the duration of the vacation.
2. During the vacation, you will have normal working days which includes on-call duties.
3. For the hospitals that follow the government duration of vacation, the period will be divided to 2-3 parts to allow maximum number of interns to take their Eid vacation.
4. Other hospitals that have shorter period of Eid vacation, there will be only one part which include the day of the Eid and 4 days after. Minor adjustments can be done if these didn't interfere with the hospital policy.
5. The general rules in applying for Eid vacation are first come, first served and maximum of 50% of interns can take the vacation at any point.
6. If all interns of one department at KAUH agreed to take their Eid vacation in different arrangement than the designed parts, that will accepted as long it maintains the 50% rules.
For example, if there was 2 periods: 1-5 and 6-10 but ALL interns of a rotation agreed to take 3-7 in which 20 interns out of 40 interns will take their Eid vacation that will be acceptable.
Interns are not allowed to stop their rotation in order to study for the exam, attending exam or participating in any activity or training that is not part of their internship.

Guidelines for Annual vacation:

1. Interns are allowed to have maximum of fifteen (15) days of annual leave and additional five (5) days that can only be taken during one of the Eid vacations.
2. All vacation request must be submitted to the internship office two (2) weeks before the rotation at KAUH or at least 1 month before the rotation in any other affiliated hospital.
3. In case of special circumstances that required to submit the request late, special requests must be sent to internship office explaining the situation with all necessary documentation.
4. It is allowed to take only five (5) days in each request per rotation. No division or summation of the vacations within any rotation will be allowed in any circumstances. Any additional days will follow the policy of absences.
5. All requests must be submitted to the internship office within the expected period and the final approval should be taken by the department.
6. The intern is fully responsible for retaining the approved request to the internship office. Failure of the submission will be subjected to disciplinary action which includes repeating part or whole rotation.
7. This policy doesn't include any emergency leave, for that, kindly refer to the absence policy.
8. In KAUH, not more than 25 % of interns are allowed to take annual leaves at any point of time for major rotations excluding elective. For Eid vacation, the maximum number of interns to take eid vacation is 50%. Kindly refer to the eid vacation policy.