

Intern Vacation Policies

ECC interns are able to take the following holidays off from regular duties.

Labor Day
Columbus Day
Thanksgiving (and the day after)
Christmas (and the day before and after)
New Year's Eve and New Year's Day
Martin Luther King day
Presidents Day
Good Friday
Memorial Day
Juneteenth
Independence Day

These days off are applicable only if an intern is scheduled to be here on the day listed. Interns are responsible to make sure that they are able to meet their school's requirements for hours. In addition, if a holiday falls on a day when the intern would normally receive supervision, it will be the intern's responsibility to work with their supervisor to reschedule with their supervisor.

When taking more than one day off (not counting holidays above), please change your voicemail greeting so your callers have accurate expectations on when they will receive a call back from you. In addition, please generate an automated email reply giving that same information.

If the clinical director or your supervisor believe that too many days are being taken off, we will speak with you about it and come up with an explicit, individual plan for taking time off.