

DEPARTMENT OF SURGERY VACATION POLICY

Each resident must complete the Vacation Request Form each year and submit it to the Education Coordinator. You will be sent the form and notified one month in advance of when it is due.

Intern/Resident vacations are assigned on a priority basis descending from R5's to R1's (each year you proceed in the residency you will gain seniority in receiving your vacation assignments). Those residents not submitting a timely Vacation Request Form may lose priority in vacation assignments.

Interns are granted two weeks of vacation (14 days) per academic year. R2 through R5 residents are granted three weeks (21 days) of vacation per academic year.

The number of vacations available from a given service is based upon the number of FTE (full time equivalent) interns and residents rotating on that particular service during an academic year.

Whenever possible, we will attempt to assign you to your first request; however, if a particular service receives heavy requests for vacations some people will not be able to receive their first choice. For this reason, it is imperative that you list four choices of weeks from different services. Please list any special circumstances on the form.

Your second week (if you are an intern) and third week (if you are an R2-R5) of vacation will be assigned by the Department of Surgery; however, we will consider your requests if at all possible.

You may not request more than 1 continuous week (7 days) off any service. However, you may request the last 7 days off of one service and the beginning 7 days off another service to accommodate a two-week vacation.

The vacation calendar will be developed and you will be sent written confirmation of your vacations from the Department Office when the dates have been approved by the services from which you requested vacation.

Changes to the vacation calendar must be approved by the service and the Education Coordinator.

An accurate record of resident vacations is kept for each academic year.

Residents must complete 48 weeks of clinical rotations each year to be considered eligible to advance to the next level of residency. Deviation from this requirement must be approved by the Director of Resident Education.

Questions regarding resident vacations should be addressed to the Education Coordinator.