VACATION REQUEST INFORMATION

June 2, 2015

To: All Interns in General Surgery

From: Robin Alton
Education Manager

Re: Vacation Assignments 2015-2016

Attached is a vacation request form, which you need to complete and return to me by Tuesday, June 30, 2015. 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 preference in receiving your vacation assignments).

You are permitted 3 weeks of vacation. One of these weeks is at the end of the academic year, June 24 – June 30. You must submit your requests for the other two weeks. EXCEPTION: Ortho interns must take 2 weeks of vacation from Ortho services and one from other services. They do not have 6/24-6/30/16 as vacation and are expected to work those last days in Ortho.

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 five choices of weeks from several different services.

BE SURE TO LIST ANY SPECIAL CIRCUMSTANCES SUCH AS: FAMILY REUNION, WEDDING, ETC.

Your second week of vacation will be assigned by the Department of Surgery; however, we will consider your requests if at all possible.

Before you submit the vacation request form, please make sure that your request:
- Has the correct service listed with dates
- Falls entirely on one service (does not cross two services)

It is in your best interest to be timely in submitting the form. Those who do not submit the form by the deadline will lose any priority for assignments.

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. Please call me at ext. 4-4936 if you have any questions.