

## VACATION INFORMATION & REQUEST INSTRUCTIONS

### GENERAL

- You are allowed up to 15 days of vacation for each academic year
- All requests must be turned in at least **30 days in advance**, or vacation cannot be guaranteed
- For a four week rotation, you can use a maximum of **five days**
- For a two week rotation, you can use a maximum of **three days** (unless it's a split rotation with four weeks being split into two two-week blocks)
- Your use on VA rotations must be proportional to the time you spend at the VA
  
- **No vacation will be allowed the last two weeks of the year** (6/20/17 – 6/30/17) unless you are a PGY3 leaving for fellowship or PGY1 Prelim leaving for another institution
- All PGY3s and PGY1s leaving for another institution **must save at least one week** of vacation for this purpose. Extra leave days cannot be granted due to coverage needs.

### ROTATIONS ELIGIBLE FOR VACATION

- PGY3: Elective, Palliative, Pulmonology, Selective, VA ITE rotations
- PGY2: Elective, GI, Geriatrics, ID, Oncology, VA ITE rotations
- PGY1 Categorical: Cardiology, Elective, Geriatrics, Nephrology, Neurology
- PGY1 Prelim: Elective, Geriatrics, Neurology, VA Cardiology, VA consult rotations, Clinic (maximum of five days can be used on clinic, and should be discussed with Chiefs first)

### REQUEST INSTRUCTIONS

1. Check the **Jeopardy schedule** to ensure you are not on call
  - a. If you are, you will need to find someone to trade with you
2. Check the **Night Float schedule** to ensure you are not scheduled for any nights
  - a. If you are, you will need to find someone to trade with you
3. Check the **Night Float schedule** to ensure *other residents* on service don't have a night
  - a. There must be at least one resident on each consult service at all times
4. Identify someone to cover your **Epic Inbox**, even if you are staying in town or planning to check your inbox while you are gone
  - a. This person may be called to handle any urgent issues should they arise
  - b. Also be sure to attach your inbox to this person before you leave
5. Check to see who is on service with you during your planned vacation
  - a. Log onto New Innovations and under "Schedules" on the menu bar, click on "View Schedule"
  - b. Make sure the correct academic year is input, and the correct schedule (default schedule is "Bob's Monthly" which will have all the residents and staff on service. To find fellow information, change the schedule to "Fellows' inpatient rotations."
6. Email everyone who is scheduled to be on service with you, including attending physician, fellow, residents, and interns (including any off service residents), to ask for vacation.
  - a. Ensure your email includes the rotation you're on, what you're requesting (vacation, educational leave, etc), and dates requested.

- b. When everyone has replied to the email, print out all replies and attach them to the absence request form and supplemental form. Place these forms in the basket on the chief office door.
  - c. If do you not receive an email response from someone, email them a second time. If you still don't receive a response, attach both of your sent email attempts to the form.
  - d. For VA services, see the document "Common VA Contacts" to find which attendings to email for vacation requests if not listed in New Innovations.
7. **Remember** - any changes, switches, or coverage of services you work out with another resident (including wards, ICU, consult services, night float, jeopardy) must be brought to and approved by the chiefs to ensure we maintain adequate coverage of services.