

## **General Surgery Residency Program Resident Scheduling and Vacation Policy**

07/2015-06/2016

### **This policy will apply to all residents rotating on General Surgery services**

1. Vacation may be taken on any daytime rotation in General Surgery.
  - 1.1. This includes Colorectal, Minimally Invasive, Surgical Oncology, Chairman's Service, Vascular, Transplant, Trauma, and Pediatrics, EGS, Davidson, VA, Elective.
  - 1.2. PGY3 residents may not take vacation while on the Transplant service.
  - 1.3. You may not take vacation on any night rotations.
  - 1.4. You may not take multiple vacations on the same rotation.
  - 1.5. Some services are more amenable to vacations than others, so please use your judgment. Any questions should be directed to the Chief Residents.
  - 1.6. In general, vacation during ICU rotations is strongly discouraged. Special circumstances (i.e. - Vacation weeks during ICU rotations) will be reviewed on a case-by-case basis depending on cross coverage availability.
  - 1.7. When requesting vacation, please specify the EXACT 7 days. If more are requested, we will choose 7 of the requested days to be the designated vacation week. These may run Sat- Fri, Mon-Sun, Wed-Tues, or whatever.
  - 1.8. "Bookend" weekends free of call duty, before and after scheduled vacation are not guaranteed (i.e. 9 days of vacation 2d+7d). *Do not* make irreversible plans before the actual vacation days are approved. (see section 9.0).
  - 1.9. Vacations may not span service change dates.
  - 1.10. There will be no concurrent vacations or partial week vacations.
  - 1.11. Vacations should not abut meetings or interviews resulting in prolonged time away from your rotation.
  
2. Each intern equivalent (individual vs. group of rotating interns) may take **two seven –day vacations** (Monday through Sunday).
  - 2.1. No ED rotator vacations will be granted on the trauma surgery service.
  - 2.2. Anesthesia: 2 weeks of vacation total (for all 13 interns combined) will be granted for general surgery rotations during the academic year (GSU does not include ENT, Urology, Neurosurgery, Plastic Surgery, and Orthopaedics services).
  - 2.3. Vacations on ENT, Urology, Neurosurgery, Plastic Surgery, and Orthopaedics services will be at the discretion of the Chief Resident from that department. The general surgery administrative chief residents are not responsible for arranging off-service vacation time.
  - 2.4. Plastic Surgery provides 1 intern equivalent to the general surgery pool of interns. Therefore, they will have 2 7-day vacations allotted to the group as a whole for the entire 2014-2015 calendar year.
  - 2.5. Orthopedics provides 1.5 intern equivalents to the general surgery pool of interns. Therefore, they will have 3 7-day vacations allotted to the 5 of them. (GSU does not include ENT, Urology, Neurosurgery, Plastic Surgery, and Orthopedics services).
  - 2.6. ENT: 2 weeks of vacation total (for 2 interns combined) will be granted for general surgery rotations during the academic year (GSU does not include ENT, Urology, Neurosurgery, Plastic Surgery, and Orthopaedics services).
  - 2.7. Urology: 3 weeks of vacation total (for 2 interns combined) will be granted for general surgery rotations during the academic year (GSU does not include ENT, Urology, Neurosurgery, Plastic Surgery, and Orthopaedics services).
  - 2.8. NSU provides the equivalent of 0.5 interns to the general surgery intern pool. Therefore, they will be allotted 1 week of vacation total (for both interns combined) for general surgery rotations during the academic year (GSU does not include ENT, Urology, Neurosurgery, Plastic Surgery, and Orthopaedics services).
  - 2.9. There will be no concurrent vacations or partial week vacations.

**3. All vacation requests to be taken during Fall 2015 must be received prior to July 10th. All vacation requests to be taken during Spring 2016 must be received prior to September 15th.**

**4. Failure to submit a request will result in forfeit of vacation.**

**5. Resident equivalents PGY-2 and higher are eligible for three seven-day vacations. Fellows are eligible for four seven-day vacations. PGY-3 residents are not eligible for vacation while on the Transplant service.**

- 5.1. Surgical fellows are an integral part of the patient care workforce. As such, fellow vacations must also be approved by

the administrative chief residents/program director(s) and are subject to the same constraints/deadlines as the categorical residents.

5.2. PGY-2 in the Plastic Surgery department will be limited to 2 weeks of total vacation for both residents during general surgery rotations.

5.3. PGY-4 in the Urology department will be limited to 1 week of total vacation for both residents during the transplant rotation.

5.4 PGY-3 in the Transplant department may not take vacation while on the service.

6. Each rotation will be subjected only that number of weeks of vacation for which it has residents for each given level.

6.1. For example, Pediatric Surgery consists of a PGY-4, a PGY-2 and two interns meaning that only three seven-day vacations can be taken at the PGY-4 and PGY-2 levels respectively and a total of four seven-day vacations at the intern level. (See the attached sheet for details regarding resident allocation to each service for the coming academic year.)

7. In addition to your vacations, an attempt will be made to provide all residents on general surgery services with a holiday break at Thanksgiving, Christmas, OR New Years. The length of this break will be between 4 and 6 days off. You may request vacation during this time, which if granted, will count as both a week of vacation and your holiday break.

7.1. Breaks will be determined on a collective basis during the fall within a set structure based on training level.

8. No two residents on the same rotation can take vacation simultaneously.

8.1. Two residents who request the same week on the same rotation will be decided based on seniority.

8.2. Two residents at the same level of training will be decided on a first-come, first-served basis.

9. Be aware that requests may be denied based on the decision of the Program Director or Chief Residents: therefore, **vacation is not assured until an approval is provided. Do not purchase airline tickets or make unchangeable travel arrangements before receiving approval as the cost will not be refunded to you if your vacation request is ultimately not granted.**

10. No vacations will be granted during the following dates:

June 20 – 30; with the exception of preliminary interns using a week of vacation for extra moving time.

11. Requests for time off in addition to vacation (i.e., interviews, meetings, etc) and requests for specific days off during the month should be given to the Chief Residents **two-three months** in advance.

11.1. Any requests for time off for interviews or meetings must be accompanied by a description of the activities/dates/locations in an email form and addressed to the administrative chief resident and associate program director.

11.2. You are limited to two personal requests for schedule “alteration” per academic year and are not guaranteed that your request will be granted, although efforts will be made to accommodate your situation. This includes requests for days “off” and for specific days “on”. This will be tracked on an individual basis.

11.3. If a long weekend is needed (ie for a rehearsal dinner and wedding activities), you should plan on using a week of vacation.

11.4. Any requests over two will be discussed on a case by case basis.

12. Preliminary Residents will be given no more than 5 days off at the end of the academic year (6/26 – 6/30) for moving/travel purpose. If more time off is required for re-location, vacation time must be used for that time.