

Vacation and Time Off

Purpose

To outline the resident's role in scheduling vacation.

Responsibilities

- All residents are allowed 3 weeks (21 calendar days) for vacation.
 - EM-3 residents are assigned a 4th week of vacation
- The vacation calendar year is July 1 through June 30.
- Vacation time is to be taken in 1 week intervals, assigned during the block schedule.
- Vacation time for residents does not carry to the next year.
- Off-service vacations must be approved by the affected service.

Guidelines for Vacation/Conference Requests

- Requests for vacation are due as requested by the Chief Residents.
- Requests for vacation must be approved by the Assistant Program Director and affected service prior to booking any flights, hotels, etc.
- EM-1 residents are given time off from clinical duty to attend the SAEM conference in the spring.
- Arranging for time off for other activities is the responsibility of the resident.

Time off for job interviews

Vacation time, trades, or weekends must be used for time off for job interviews. Dedicated time off is not provided by the residency.

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