

Vacation and Time Off

Purpose

To outline the PA fellows role in scheduling vacation

Responsibilities

- All fellows are allowed 3 weeks (21 calendar days) for 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 Program Director
- Requests for vacation must be approved by the Program Director and affected service prior to booking any flights, hotels, etc.
- PA fellows are given time off from clinical duty to attend the SEMPA conference in the spring.
- Arranging for time off for other activities is the responsibility of the fellow.

Time off for job interviews

Scheduled time off, vacation time or weekends must be used for job interviews.

Procedures

1. Notify the Program Director of all vacation requests for scheduling purposes.
2. Notify the PA Fellowship Coordinator for off-service schedule request coordination. Complete a vacation request form to designate the specific week off, and return to the Fellowship Coordinator.