

# 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 4<sup>th</sup> 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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