

Vacation Change Policy

Updated July 2017

PURPOSE

To clarify guidelines for requesting or changing vacation dates.

PERSONS INVOLVED

Residents, Faculty, Program Director, and Surgical Education Staff

PROCEDURES

Vacations will be granted under the following circumstances. The rules include the following:

- Vacations consist of seven consecutive days encompassing one weekend. This weekend cannot be a weekend in which the resident is on call.
- You may not take vacation during your night float, ICU (night) your ICU (day) rotation, or your Mt. Sinai rotation.
- No more than one resident on the same team may take vacation at the same time.
- No more than one week of vacation may be taken per rotation.
- Block out dates: the weeks of Christmas and New Years, the PAME exam (occurs every other year) the ABSITE exam (the last Saturday in January), Mock Oral exam (consult with residency coordinator for date), during a Night Float rotation, during a Mt. Sinai rotation, and during the month of June.
- At MacNeal no more than one resident can take vacation each month.

Requests to change vacations after the final vacation schedule is distributed must meet the following rules:

- The resident must contact their Administrative Chiefs for any requested change in vacation. The Administrative Chiefs will review the requested change and either approve or deny the request. Once this is completed the Administrative Chiefs will update the schedule if necessary.

APPEALS:

Any exceptions to these rules are made by the Program Director whose decision is final.