

Department of Anesthesia

Title:

Resident Vacation (Time Away) Policy

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Attachment:

Request for Leave Form

Purpose

To establish a Department policy in accord with the institutional policy for vacation (time away from training responsibilities) for all trainees in the Department of Anesthesia Post-Graduate Training Program sponsored by MedStar Georgetown University Hospital.

Scope

This policy will apply to all post-graduate trainees (CA1, CA2 and CA3) within MedStar Georgetown University Hospital Department of Anesthesia.

Definitions

- A. House Staff or House Officer – refers to all residents (CA1-CA3) participating in a MedStar Georgetown University Hospital Department of Anesthesia post-graduate training program.
- B. Post-Graduate Training Program – refers to the Department of Anesthesia residency educational program (Anesthesia and Pain Management).

Responsibilities/Requirements

- A. All house staff are eligible for three weeks' vacation time with pay to provide opportunities for rest, relaxation and personal pursuits.
- B. House staff must make all vacation (time away from training responsibilities) reservations in accordance to the Post-Graduate Training Program vacation request procedures.
- C. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.
- D. Up to an additional one week of conference time may be granted with the prior approval of the Program Director and in accordance with the Post-Graduate Training Program request procedures.
- E. Vacation time is paid at the employee's base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, commission, bonuses, or shift differentials.
- F. Vacation (time away) is awarded on an annual basis. It is the responsibility of the house staff to schedule and use the allotted number of days of leave during the academic year. In the event that available vacation is not used by the end of the benefit year, house staff will forfeit the unused time. The Department maintains a strict "use it or lose it" policy without exception.

- G. If absent from training more than 20 days per year, the house officer will be required to extend time in the Post Graduate Training Program to meet requirements of the American Board of Anesthesiology
- H. House staff must request a minimum of 2 days per vacation/meeting request.
- I. No more than 10 working days/months will be approved. House Staff may schedule vacation during most clinical rotations, whether at Georgetown or an affiliate hospital. Using vacation time while on TX, ICU or CNMC rotations is not allowed.
- J. The number of residents on vacation at any one time is at the discretion of the Clinical Director. In general, only two house officers at Georgetown and one at WHC or CNMC will be allowed to take leave at any one time.
- K. Vacation will generally not be approved for the month of July due the transitioning of new house officers.

Procedures:

1. Vacation and meeting time should be scheduled well in advance of the requested time of leave. This will maximize the chance of the request being approved. Last minute requests will only be granted at the discretion of the Clinical Director or his designee based on Departmental staffing needs.
2. All vacation requests should be submitted to the Chief Resident using the Department of Anesthesia *Request for Leave Form* for preliminary approval. Final approval only occurs after the request is forwarded to the Clinical Director's office and the house officer receives a copy of the initial request form with the signatures of **both** the Chief Resident and the Clinical Director.
3. The Clinical Director and Chief Resident will review all house staff vacations at the beginning of the final quarter of the academic year (April – June). Any remaining vacation days are subject to assignment by the Clinical Director. House Staff are strongly encouraged to schedule all their vacation to avoid this circumstance.
4. Requests for academic meeting time will be made using the Department of Anesthesia *Request for Leave Form*. The House Staff must first have approval of the academic merit by the Program Director or Director of Resident Education. This form will then be forwarded to the Chief Resident for preliminary approval and then forwarded to the Clinical Director for final approval. Meeting time is granted only after the form is returned to the House Officer with three signatures: the Chief Resident, the Clinical Director and the Program Director. The 5 days of meeting time may not be used as vacation days.
5. Sick days are **strongly** discouraged. Unscheduled absences are disruptive to OR staffing, call schedules and house staff teaching. Sick days, if needed, will be deducted first from meeting time. After the five meeting days are used, vacation days will be deducted. IF all meeting days and vacation days are used, the house officer will be required to extend his or her residency.