



**MedStar Georgetown
University Hospital**

Department of Anesthesia

Title:

Faculty Vacation Policy

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Attachment:

POLICY:

Paid vacation days are time off work an organization voluntarily provides to employees as a benefit. The number of paid vacation days in the Department of Anesthesia at MGUH is based on full time equivalent (FTE) percentage. The total number of paid vacation days allotted per year includes vacation, sick time and CME time off.

Vacations hours for CRNAs are given below based on hours worked during the course of the academic year.

- 40 hour week CRNAs are entitled to 28 vacation days plus 1 personal vacation day.
- 36 hour week CRNAs are entitled to 21 vacation days plus 1 personal vacation day.
- All other hours/shifts worked by CRNAs will be pro-rated based on the 36 hour work week plus 1 personal vacation day.

All CRNAs must submit vacation requests one month in advance to the Chief CRNA for approval. There will be no more than three CRNAs off at one time, unless there are certain circumstances which will be handled on an individual basis. CRNA's in their first 90 days of employment will not accrue or be permitted to take time off, although requests for exceptions can be submitted to the chief CRNA for review on a case by case basis.

Full time attending anesthesiologists working 5 days per week will be allotted 7 weeks of vacation, or 35 vacation days annually. These days include sick days, CME days and vacations days. All other hours/shifts worked by anesthesiologists will be issued prorated vacation days based on a 5 day, 40 hour work week.

Vacation requests must be submitted to Dr. Kerry DeGroot for approval and tracking. There will be no more than 4 attending anesthesiologists off per day. Emergency situations will be handled on an individual basis. Attending anesthesiologist vacation schedule can be viewed online at <https://sites.google.com/site/guhanesthesia/documents>

All Faculty members must spread their vacation time over the course of a full fiscal year (July through June). In the event that a faculty member decides to leave prior to their contract expiring, they must give 90 days notice to the department. Vacation time will be pro-rated to reflect the time of departure for that fiscal year. Cases in which faculty members have used up their entire allotted vacation days and have not satisfied the one year contractual obligation, must pay back vacation time to the department. (ie. CRNA decides to use 21 days allotted for vacation during the July-December and then leaves in March (90 day notice) must pay back a quarter of the vacation days or continue to work for the remainder of the one year contract).

Calling Out

Calling out for a shift is defined as failing to submit & receive approval for a vacation request prior to the given shift.

If an individual cannot work their scheduled shift, s/he is to take the following actions prior to 7AM:

1. Page the Anesthesiologist-in-Charge & receive confirmation of receipt between the hours of 6AM – 7AM
2. Call and/or email the Anesthesiology Administrator at (202) 444-1301
3. CRNAs must also submit PTO paperwork within one week of returning to work & place it in the Chief's anesthesiologist's mailbox

If a CRNAs calls out for an OVT/additional shift, s/he will be docked vacation time in the same manner as they would a normal work day.

Un-Paid Leave

Faculty are not permitted to take un-paid leave; however, exceptions to this policy may be granted on a case by case basis by the chairman.

Russell T. Wall, MD
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