

## VACATION AND LEAVE (Revised 09-27-2019)

Residents receive a total of 15 working days of vacation each year. Every effort will be made to accommodate residents' vacation requests. However, there may occasionally be irresolvable conflicts that result in denial of specific leave requests. The following policies will apply:

1. Requests will ONLY be considered prior to July 1<sup>st</sup> of the new academic year. If no request is filed by 17:00 on June 30<sup>th</sup>, vacation days will be assigned after consideration of available requests. Attempts will be made to distribute leave among the services equitably so that no single service will be allocated disproportionate absences.
2. Vacation schedules will be distributed in July of the Academic year by the program director (PD) to each service. Any requested changes thereafter should be made in writing and in QGenda to the APD (Dr. Goetz) at least 1 month prior to the date. It will be the responsibility of the person requesting the change to make all arrangements for coverage prior to granting the alterations in schedule (see sections below).
3. No vacations will be granted during the first (July) and last (June) months of the Academic year or during the first week of a clinical rotation. The latter policy is put in place to minimize the number of hand-offs during the transition of teams.
4. Residents on the same service are not allowed to take simultaneous vacation.
5. Residents will not be granted vacation/leave more than once (up to a total of 5 working days) from any given rotation during an academic year.
6. Employment or Fellowship Interviews may be scheduled on shorter notice but will be at the expense of other vacation time. Coverage for short-notice (after July 1 of the academic year) absences is the responsibility of the resident requesting the leave (see section 9 below).
7. Priority of vacation requests: PGY-5 > PGY-4 > PGY-3 > PGY-2.
8. Vacation requests for PGY-1 will be considered by General Surgery Service until the 2019-2020 academic year. After that time the vacation/leave schedule will be handled by Urology. For PGY-1 residents, vacations must be taken as follows: 5 working days each from Gen Surg, Urology and elective time.
- 9. Patient care must take a priority, so the following guidelines are adopted:**
  - a. A chief level call person (PGY-5, PGY-4) must always be available to cover UH, SRMC, Pediatrics and VA services.
  - b. No more than 3 residents can be absent from all urology services at any given time.

**c.** A service cannot be shorted to the extent that >1 resident is absent at any one time without special permission.

**d.** No more than one assigned resident (PGY-1 through PGY-5) may be absent from a service at a given time.

**d.** It is the responsibility of any resident requesting leave on or after July first of the academic year to assure that there is adequate coverage of clinical responsibilities during their absence:

- The rotation service chief resident and site director must be advised of the planned absence as far ahead of time as possible to assure that patient care is not compromised.
- If no substitute resident is covering, clinics for which the vacationing resident has sole responsibility should be rescheduled considering the institutional policy.
- If clinics are shared, the resident taking leave must work with clinic staff to cut back scheduled patients to reflect the absence.
- Surgical and Clinical schedules must be checked, and coverage arranged if the attending staff, fellows or other residents cannot fill in.
- Call schedules must be adjusted by the administrative chief resident to reflect the absence. The adjustments must be approved by the program director and forwarded to the departmental staff as soon as possible prior to the absence.

**e.** Every effort should be made to avoid vacations/leave during scheduled visiting professor lectures or residency interviews.

**f.** Leave/Vacation time will be 15 working days per year as documented in the annual resident contract. There is no provision for carry-over from year to year. There is no reimbursement available for unused vacation time. Please see the contract agreement with the sponsoring institution (UH) for further details on vacation, FMLA and sick leave.

**g.** Any and all changes to vacation and leave schedules must be reported to the program coordinator as early as possible prior to the leave date in order to comply with UHS policies. Failure to do so may result in denial of leave. Verbal agreements for leave changes will not be honored without formal documentation (e-mail, written memo, etc.) on file with the program coordinator.

**h.** If attending a meeting for which the dates are known well in advance, the resident must make this known well in advance so that surgery & clinic coverage schedules can be adjusted. Every effort will be made to accommodate the meeting in preference to vacation requests if a presentation is being made. (also see section on funding for meetings).

**LEAVE REQUEST FORM IN APPENDIX BELOW.**

**Leave for Presentations at Meetings:**

When residents have abstracts accepted for poster or podium presentations at regional or national meetings, the resident **may** be granted additional leave time for the presentation which will include the day of the presentation and up to 2 days for travel to & from the meeting. For multiple presentations on multiple days at the same meeting, each presentation day and a maximum of 2 travel days leave **may** be granted. Funding (see section on Educational Expenses) for the travel, lodging, registration, etc. should first be sought from any applicable grant monies available before departmental funds can be tapped. The latter must be approved by the Department Chair **before** making any arrangements. All off campus activities must comply with UTHSCSA rules and regulations.

**Leave for Educational Meetings:**

On occasion, residents request to attend educational meetings at which they do not present or have an administrative duty. These meetings may be funded by the resident's educational stipends up to the remaining balances for the year, but the time off must come from the vacation time which is governed by the "Policy on Vacation" described above. If a resident elects to attend such an educational meeting, the resident must adjust the other vacation time already requested to reflect the absence. A negative vacation/leave balance will not be allowed.

**Out-processing and Transition time for Graduating Chief Residents:**

PGY-5 resident transition and progression of PGY-4 to PGY-5 begins on June 20 each year. During this time, the current PGY-5 residents must be on site and available to aid in the transition of their services to the new team leadership. During this time the PGY-5 residents may still be called upon for clinical & educational duties as needed. This is not additional vacation/leave time. Graduation celebrations and award ceremonies may occur at various times in June, but the final out-processing will occur on June 24 (or the closest working day if this is on a weekend). The graduating PGY-5 residents will have no further clinical activities as of June 25 and may transition to their post-graduate positions.

**Caveat:** Completion of the Urology Program does not guarantee acceptance to sit for examination by the ABU if the requirements for training time, case numbers, etc. are not met. It is the responsibility of all residents to be familiar with and assure that all training requirements of the ABU ([www.ABU.org](http://www.ABU.org)), including the requirement for at least 46 weeks of training annually, are met in order to sit for part 1 of the board examinations. Additional 'make-up' time and cases may not be available without advanced planning. Funding for any required additional time will **not** be available.

**POLICY - MEDICAL/FAMILY/EDUCATIONAL LEAVE**

The Department of Urology adheres to the guidelines for medical and family leave described in the House staff Manual:

<http://uthscsa.edu/gme/documents/HS%20MANUAL%202012-2013.pdf>