

EMERGENCY MEDICINE RESIDENCY PROGRAM 2009-2010 Academic Year

Vacation Request Form

Resident Name: _____ Date: _____
Resident Year: EMY 1 EMY 2 EMY 3

Vacation Request: **(Please list in order of preference)**

Week 1:	From:	To:	Rotation:	Approved:
Week 2:	From:	To:	Rotation:	Approved:
Week 3:	From:	To:	Rotation:	Approved:
Week 4:	From:	To:	Rotation:	Approved:

EMY 1 --3 weeks vacation *Note: One week of vacation = 2 weekend days & 5 weekday days*
EMY-2 --4 weeks vacation
EMY-3 --4 weeks vacation

Is all required paperwork complete? Yes _____ No _____

If no, approval of this request is held until all required paperwork is complete.

IMPORTANT GUIDELINES FOR TAKING VACATION:

EMY 1

Vacations may not be scheduled during Oral Surg/Ophtho and MICU.
Surgery (Maximum of 4-5 days off and can only be during one of your surgery months).
OB vacation is allowed, but only on specific weeks (not during night float week).
Special approval from the rotation department is required for any other off service month.

EMY 2

Vacations may not be scheduled during EMS/Radiology.
Vacations during Plastic Surgery must be coordinated so the resident is here during Drs. Barry & Zacharek's call.
Vacations may be scheduled during Hurley Trauma, but shifts are often not decreased.
Special approval is required for any other off service month.

EMY 3

Vacations may not be scheduled on MICU.
Vacations may be scheduled during: Hurley Trauma, but shifts are often not decreased.
Special approval is required for any other off service month.

ED rotations:

Vacations on ED rotations are granted on 1st come, 1st serve basis and based on resident staffing levels.
No vacations for EM residents in the ED during the last 2 weeks of December.
No vacations for EMY I or EMY II residents in Cooper ED during the last 2 weeks of June.

Other considerations:

You must follow Synergy Medical Policy 6.10 regarding Resident Time Off.
Generally vacation not allowed during the first week on an off-service rotation
No two residents on vacation at same time on same off-service rotation.
No vacation is allowed during the required ABEM In-training exam: Wednesday, February 24, 2010