

VACATION & LEAVE

Residents receive a total of 15 working days of vacation each year. Residents on the same service are not allowed to take simultaneous vacation. 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 policy will apply:

- 1.** Requests will ONLY be considered on July 1st of the new academic year. If no request is filed by 17:00 on July 1st, 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. Residents will not be granted vacation/leave more than once (up to a total of 5 working days) from any given rotation.
- 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 to the PD 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 section 7 below).
- 3.** No vacations will be granted during the first (July) and last (June) months of the Academic year.
- 4.** 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 7 below).
- 5.** Priority of vacation requests: U-4 > U-3 > U-2 > U-1.
- 6.** Vacation requests for PGY-1 will be considered by General Surgery Service.
- 7.** Patient care must take a priority so the following guidelines are adopted:
 - a.** A chief level call person (U-4, U-3) must always be available to cover UH and VA services.
 - b.** A service cannot be shorted to the extent that ≥ 2 residents are absent at any one time.
 - c.** It is preferable that no more than one assigned resident (PGY-1 through U-4) be absent from a service at a given time.
 - d.** It is the responsibility of any resident requesting leave 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.
 - Clinics for which the resident has sole responsibility should be rescheduled
 - If clinics are shared, they should be cut back to reflect the absence.
 - Surgical schedules must be checked and coverage arranged in the event that the attending staff or fellows cannot fill in.
 - Call schedules must be adjusted to reflect the absence.
- 8.** Every effort should be made to avoid vacations during scheduled visiting professor lectures or residency interviews.

9. Vacation time will be 15 working days per the resident contract renewed annually. 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.

10. 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 on file with the program coordinator.

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 will be granted additional leave time for the presentation which will include the day of the presentation and 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 will be granted. Funding (see section on Educational Expenses) for the travel, lodging, registration, etc should first be sought from any grant monies available before departmental funds can be tapped. The latter must be approved by the Department Chair before making any arrangements. All 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 leave balance will not be allowed.

Out-processing and Transition time for Chief Residents:

U-4 Resident out-processing and transition of U-3 to U-4 begins on the 3rd Monday in June each year. During this time, the current U-4 residents must be available to aid in the transition of their services to the new team leadership. Once the transition process has been completed to the satisfaction of the site director, the current U-4 residents will focus on out-processing. During this time the U-4 residents may still be called upon for clinical & educational duties as needed. 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 U-4 residents will have no further clinical activities as of June 25 and may transition to their post-graduate positions. It is up to the U-4 resident to assure that all training requirements of the ABU (www.ABU.org), including the requirement for 46 weeks of training annually, are met in order to sit for part 1 of the board examinations.

POLICY - MEDICAL/FAMILY/EDUCATIONAL LEAVE

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

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