POLICY - VACATION
Residents receive a total of 21 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 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 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.

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 and sick leave. To view a sample copy of the leave form, visit [http://urology.uthscsa.edu/Files/Handbook/leave_request.pdf](http://urology.uthscsa.edu/Files/Handbook/leave_request.pdf).