

# Plastic Surgery Resident Vacation Policy

UNMC Resident and Fellows are provided 20 weekdays of vacation per academic year (as stated by the Graduate Medical Education Committee of UNMC) in four separate one week blocks. Effective July 1<sup>st</sup> of the 2016-2017 academic year all Plastic Surgery residents will be required to submit their requests for vacation time by May 1<sup>st</sup>. Requests will be submitted in writing, noted as separate 4 one week blocks and submitted via email to the program coordinator for review by the program director.

Residents are encourage but not required to take their vacation. Unused vacation may not be rolled into the next academic year in order to increase the resident's available vacation time. Any unused vacation which does not exceed six weeks (30 working days) is banked and will be paid out to the resident upon completion of their training.

## Submitting Requests

- Residents will email the requests to the program coordinator who will compile a list of requests for review by the program director.
- Residents will submit 1<sup>st</sup> and 2<sup>nd</sup> choice dates in one week blocks for a total of 4 separate one week blocks (20 working days, M-F and not to exceed 8 weekends).
- No more than one week per rotation will be allowed (5 weekdays/1 weekend).
- Residents will be informed of their approvals no later than June 1<sup>st</sup> of the current academic year.
- Approval preference will be on a first come first serve basis. If there are two identical requests, preference will be given to the most senior resident's request first.
- Residents with extended travel plans requiring more than a 1 week block may request up to but not exceeding 2 consecutive weeks – 10 working days / 2 consecutive weekends.

## Restrictions

- No vacation requests will be approved from June 15 – July 15 for the purpose of resident transition.
- No vacation request will be approved during the first 3 weeks in March due to resident in-service exam (1<sup>st</sup> Thursday in March annually) and resident candidate (Match) interviews (2<sup>nd</sup> & 3<sup>th</sup> Tuesday evening & all day 2<sup>nd</sup> & 3<sup>rd</sup> Wednesday in March annually). *(Specific dates are subject to change, see coordinator for current academic year's schedule)*
- Only one week per rotation<sup>^</sup> is permitted, unless otherwise approved by the PD. Additional approval is also required by rotation direct for any rotations on services other than general plastic surgery.

- Holidays\* and floating holidays are considered working days for residents and fellows. If a resident wishes to be guaranteed holiday time off it must be submitted as vacation. Not on scheduled for call is not a guarantee of time off from clinical duties.
- Senior (3<sup>rd</sup> year) residents planning to take time off for relocation at the end of their residency must use one of their 4 week blocks, however the request for early departure may not start prior to June 25<sup>th</sup> of the current academic year and the resident must also be in compliance with the ABPS fulfillment of completion of training (*48 weeks full-time duty/academic year\*\**) in order for the request to be approved.
- Residents requesting time off for interviews on a weekday (M-F), for Fellowship or permanent employment after completion of their training, must use vacation time. If unsure on specific dates prior to submitting by the May 15<sup>th</sup> deadline, an anticipated month(s) or tentative dates and /or number of total days requesting should be submitted with their vacation requests. Final request for interview time off must be submitted within 30 days of the requested time off (or as soon as notified by the interviewing party).
- A request for time off is not a guarantee of approval. Approvals are based on the clinical needs of the division at the time of the request and as noted above.
- All requests, once approved by the PD, are then forwarded to the rotation director for approval of time off during the specified time of that rotation.
- PC will notify residents once all approvals have been received.
- A submitted request is not a guarantee of time off until all approvals have been received.
- Any changes to a previously approved request, must be submitted in writing via email to the PC at least 30 days prior to the requested change for PD approval. No changes should be considered approved until PD and rotation director has signed off on the change.

### **Time off while on other rotations**

- Request submitted to, verbally or written, outside of the procedure listed above or an approval by another rotation director or other division's chief resident (verbal or otherwise) is not an approval for time off.
- Any time off taken while on another service, which was not previously submitted and approved as planned time off must be reported to the program director and remaining eligible vacation time will be adjusted accordingly, if applicable.
- Only one week per outside rotation will be considered for approval by the PD.

### **Time off for travel to conferences**

Residents are allowed up to 5 working days per academic year to attend a regional or national conference. Conference travel is in addition to vacation time and residents are encouraged to submit their request for conference travel with their vacation requests by May 15<sup>th</sup>, if possible. If unsure of a specific conference for the current academic year, requests to attend submitted after July 1<sup>st</sup>, must follow the Plastic Surgery Resident Conference Travel Policy (*see policy for details*).

## **Sick Time/FMLA/Maternity and/or Paternity Leave/Other Extended Leave**

Resident and Fellows are eligible for family leave (FMLA), funeral leave, military leave, sick leave, maternity/paternity and civil leave as set forth in the UNMC Policies and the Bylaws of the Board of Regents of the University of Nebraska (see *UNMC Policies and/or House Officer Contract*). Resident must also be aware that any time off that exceeds of the allowable time away from clinical/educational duties set forth by the American Board of Plastic Surgery's (ABPS) eligibility requirements for the completion of training (48 weeks/academic year/144 total weeks of training/3 year program\*\*), will require the resident to extend their training, beyond the anticipated June 30<sup>th</sup> completion date of the resident's year of graduation, for the exact specified period of time (days/weeks) for which they are deficient regardless of the year of training the deficiency took place.

*\*Holidays are assigned by the Chief resident of the current academic year. Resident must verify with the Chief resident, their holiday call obligation(s) prior to submitting their vacation request. If a holiday change is requested it must be directed to and approved by the Chief resident. (See Holiday Call Procedure for call requirement details)*

*\*\*ABPS requires at least 48 weeks of full-time training experience per year. The 48 weeks per year may be averaged over the length of the training program to accommodate extended leaves of absence (such as maternity/paternity/FMLA leave). To accommodate extended leaves of absence near the end of training, the Board will accept 94 weeks of training averaged over the final two years of training. The Board does not define the remaining four weeks per year, which may be used for vacation, meetings or medical leave as determined by the local institution and/or program. Plastic Surgery Program Directors must contact the Board in writing, for approval of any leave of absence that extends beyond 4wks/year and the additional 2 weeks in the final two years of training. Written requests must include details on the total leave of absence expected and the program's plan to make up the deficit.*

*(Source: ABPS Booklet of Information, July 1, 2016 – June 30, 2017)*

*^Unless otherwise noted, rotations are scheduled in 3 month (quarterly) blocks beginning July 1 through June 30. Only one week per rotation/quarter for vacation is permitted. Rotation dates are:*

*July 1 – Sept 30*

*Oct 1 – Dec 31*

*Jan 1 – Mar 31*

*Apr 1 – Jun 30*