

**Policy: Vacation Scheduling**

PEM fellows are entitled to 4 (7 day) vacation weeks according to the House Officer Association contract. To promote scheduling coordination, vacation requests should be done using the following guidelines. Fellows are encouraged to be prepared, meet, discuss and choose vacation schedules as soon as possible, but no later than July 31<sup>st</sup> of the academic year. **It is the responsibility of fellows to communicate vacation requests/calendar in writing to the Program Coordinator by July 31st.**

- Vacations should be taken during PEM (adult or PEM), research, elective, or child abuse months.
- Fellows should request no more than 2 weeks of vacation per month.
- Only one fellow can be scheduled for vacation at a time.
- One week vacation includes 7 consecutive, 24 hour days.
- ANY absence from program events (shifts, meetings, conferences, track schedule, research schedule/mentor meetings) > 3 days not due to attendance at program approved local/regional or national meetings are discouraged and will count as vacation unless reviewed and approved by the Program Director (minimum 4 months in advance).
- Friday nights are treated as “week days”, “Friday night off” requests before vacations can be requested, however cannot be guaranteed.
- No fellow vacations are allowed during attending faculty blackout schedules (these are selected annually by CES faculty and include shifts encompassing Thanksgiving, Christmas and New Years holidays).
- Vacation week selection will be done by fellows on a seniority basis.
- Special circumstances and exceptions to these guidelines must be discussed with the Program Director as soon as they are known.
- Fellows are discouraged from making travel arrangements prior to finalization of the fellow vacation calendar.

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Revised		06/2007		02/01/2010			
Initials	MN	MN/CMR	MN	MN	DA		