

# Vacation and Scheduling

## Rules and Guidelines

1. A total number of 11 holiday weeks is available for each partner. Holiday requests are initially submitted and accommodated in subsequent rounds by high (priority 1/"P1" - e.g. summer months, March break, family events, important conferences), intermediate (P2) and low (P3) priority. Requests for remaining vacation days after these rounds are completed should be considered of the lowest priority (P4).

### 2.RSNA:

- For those requesting vacation to attend for academic reasons - need to rank as P1 or P2
- Requests for personal vacation during this time should be avoided, if possible. If absolutely necessary, discussion will likely be needed prior to being accommodated.

### 3.March Break:

- Can request the first or second week of March break - cannot split time over each week
- Need to rank as P1 or P2 (P1 highly recommended)
- For partners without school-age children or significant others in the teaching profession, requests for vacation during this time should be avoided, if possible. If absolutely necessary, discussion will likely be needed prior to being accommodated.
- Depending upon staffing requirements, PT/admin days may not be available during March break

### 4.Summer Holidays:

- Limited to a total of 3 weeks at P1
- The weeks marking the start and end of the summer holiday season will be clearly defined by the scheduler

5. Part-time/Admin days: Partners may occasionally request the scheduling of their PT/admin days to be on specific date(s). Although best efforts will be made to accommodate these requests, please recognize that P1-P3 vacation already booked by other partners have priority. There is no guarantee that accommodation will be possible prior to releasing that month's schedule.

6. Protected/"no call" weekends requests: Please make all attempts to keep these to a minimum. Limited to a maximum of 5 weekends (may change in the future).

7. Christmas/New Year's scheduling: The formula will consist of 3 working days off prior to Christmas, prior to New Year's and after Christmas. No holiday weeks will be granted during the Christmas Holiday session. In rare/select circumstances, additional holiday time may be requested by a partner during the holiday season but only after the request is made to the group for consideration and potential approval.

8. "In the rare instance that a radiologist is to be late for their rotation or unable to fulfill their rotation due to illness or similar unexpected circumstances, it is their responsibility to:

- If HGH rotation:

Email scheduler MNC as soon as possible and cc Site Chief (GY) and Lori Power

- If Clinic rotation:

Email scheduler MNC as soon as possible and cc WH CEO (BB) and Stephanie Morris

This is to ensure that all attempts can be made to cover the rotation of the absent radiologist and accommodate scheduled patients as seamlessly as possible.

If the radiologist is to be late, it would be very helpful if they are proactive and contact a radiologist colleague at HGH or in clinic that day for coverage during their absence and let MNC and GY/Lori or BB/Stephanie know of this in their initial email.

Please note that if MNC is off this will be noted by MNC's email auto-reply and the scheduler delegate (LR or otherwise listed in the auto-reply) should be contacted in place of MNC. If a reasonably rapid response is not received by MNC or the scheduler delegate, the ill or late radiologist should text or call.