

Block dates

- 1) Block 1: July - October
- 2) Block 2: Nov - Feb
- 3) Block 3: March - June

Special Periods

- 1) July 1-10: limited requests
- 2) Winter Holiday Period - roughly
 - a) Thanksgiving: Wednesday (day before thanksgiving until Sunday)
 - b) Winter break: December 23 until January 1st
- 3) Major Holidays: Thanksgiving/Christmas
- 4) Minor Holidays: July 4th, Labor Day, New Years, MLK day, Presidents day, Easter, Memorial day
- 5) SAEM

Request due dates

- 1) Block requests
 - a) Block 1: April 15th
 - b) Block 2: August 15th
 - c) Block 3: December 15th
- 2) Summer Requests:
 - a) Round 1: February 1st
 - b) Round 2: March 1st
 - c) Round 3: April 1st

Types of Requests

- 1) Automatically approved
 - a) Weekday 7a-3p (non-holiday period): unlimited. Try to contain your academic needs to these period of time (we know this not always possible)
 - i) Purpose: recurring academic need (not resident conference attendance)
 - b) Day off requests: 6 per month
 - i) Purpose: weekend plans, non-recurrent academic needs
 - ii) Restrictions
 - (1) No more than 3 in a row
 - (2) No more than 3 weekend dates per month
 - iii) Please note that this does not necessarily block the night before. If you need to block the night before make sure to start the time off request before 5am. (i.e. 5a-5a)
- 2) Requiring approval
 - a) Extended time off requests (>3 days)
 - i) Purpose: vacation, conferences
 - b) Holiday period (Thanksgiving/Winter)
 - i) Any 5 day block during the holiday period (placed through extended time off requests).

- ii) Requests of greater than 5 days will not be automatically approved and will be subject to chair review and approval.
- c) FMLA/Parental leave/Triennial
 - i) Approved by chair/university. Please email and the scheduler/admin will place it for you.
- 3) Scheduler placed
 - a) Some academic needs do not fall into the 7a-3p model (i.e. if you have sim every Tuesday from 3-5; or if one has a weekly standing Dean's meeting at 4pm every Monday). These regular/consistent/weekly academic needs should not be met using "full day off" requests - please contact the scheduler and we will adjust your requests manually on a case by case basis

Trading Rules

- 1) Shifts less than 12 hours apart will be flagged for admin approval
 - a) Shifts between 8-12 hours apart will be approved after verification that parties are aware
 - b) Shifts <8 hours apart may require Chair approval.
- 2) Back up shifts must compatible with scheduled shifts (i.e. cannot work a 7am shift after coming off backup; cannot work back up after an overnight).

Shift expectations and variation

- 1) Total number of shifts per year is determined by number of hours a week x48 weeks.
 - a) Example: 20 hours a week x 48 weeks
 - i) 960 hours/year or
 - ii) 120 shifts/year or
 - iii) 40 shifts/block or
 - iv) 10 shifts/month
 - b) These are targets. On any given month, depending on departmental need please expect up to 2-3 more shifts than average target
 - c) By the end of the year the number will be correct.
 - d) For the above attending the distribution could be
 - i) Block 1: 44 shifts
 - ii) block 2: 35 shifts
 - iii) block 3: 41 shifts
- 2) Vacation: Vacation is baked into the above numbers
 - a) Even if you take no official vacation you automatically take 1.3 weeks a block. If you know you want to use all your vacation time in block 3 for a big trip you need to discuss this in advance. Examples
 - i) No advanced notice of desire to take 4 week honeymoon in block 3
 - (1) Block 1: 40 shifts (10/month)
 - (2) Block 2: 40 shifts (10/month)
 - (3) Block 3 (over 3 months not 4): 40 shifts (13-14/month)
 - ii) Advanced notice w/ planning
 - (1) Block 1: 44 shifts (11/month)

- (2) Block 2: 44 shifts (11/month)
- (3) Block 3 (over 3 months not 4): 32 shifts (~11/month)
- b) Clinically: one is assumed to be off unless they are scheduled. So one can take more than 4 weeks vacation a year as long as one is prepared for the scheduling consequences and it works with academic requirements

Shift targets

	Nights (block)	Weekend shifts (block)	Back up (block)	Weekend back up (annual)*
Faculty	10	13	5	6
Fellows	14	17	10	9

*note: the weekend back ups count toward back up total.

General thoughts

- 1) Please do not defensively request time off - it's annoying and screws up the schedule. If you have needs please place requests - otherwise everyone will do an equitable number of nights/weekends etc - defensively requesting just makes everyone's schedule worse.
- 2) Vacation: see above

If you have any questions or concerns please feel free to reach out by email or text (whatsapp or signal is better than regular text) and we can set up a time to chat.

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