**Vacation Guidelines**

1.      You will request four weeks of vacation, or 3 weeks of vacation if you choose a split week

2.      Vacation must be taken 1 week at a time, Mon-Sun. No back to back weeks. We will try our best to accommodate the flanking weekends of your vacation requests but cannot guarantee both weekends

3.      No vacation for anyone in July or last 2 weeks of June

4.      No vacation during first week of a rotation. See the excel file for the start dates of rotations and choose weeks accordingly.

5. No vacation during night float

5.      Do not take vacation when on a rotation that is already shorthanded (e.g. VA with 2 residents or SCH with one resident), indicated by the black boxes on the excel file. Please email us if there is an extenuating circumstance

6.      Cannot take 2 vacations in the same rotation (unless it’s longer than a 2 month rotation)

7.      For weeks when more than 2 residents request a vacation, if we are unable to make the schedule work, we will give priority based on seniority

8.      You may select one priority week of vacation and for the others you must designate an alternative week if the first cannot be accommodated

9.   Try to limit vacations during AUA week, likely May 10-14 2022

10.  Once we have made the schedule, vacation requests must be made through medhub and by emailing the site delegate for the hospital (there will be a separate email about this).

11.  If rotating at Alaska and VM, these are separate call pools and so vacations on these rotations need to be approved and cleared by the site delegate, respectively.

12.  VA and HMC vacation needs to be submitted 3 months prior. So if vacation in August, we need the request in June

13.  Do not finalize travel arrangements (aka non-refundable flights, etc.) until your vacation request has been granted in both Amion schedule as well as MedHub.