

Vacations, Courses and Meetings

1. Residents in the Otolaryngology department in good standing are granted four seven-day blocks of paid vacation time, for a total of 20 weekdays and 4 weekends. Only one week per four month block per resident is allowed. The fourth week will be assigned during the December-January holidays. Interviews for fellowships and job opportunities will count as vacation time and must be approved by the Resident Education Director in advance. In order to coordinate all leave requests, one-week vacation blocks will not be 'fragmented' without the specific approval of the Resident Education Director. Except for chief residents, no vacation or time off for meetings will be granted in the month of June. Vacation schedules will be finalized at the beginning of the academic year, based on resident seniority and preference. Residents who do not provide preferences will be assigned vacation time.
2. Vacation time for chief residents may be distributed differently than for junior residents. Customarily, chief residents are given the opportunity to take the last two weeks of June as vacation weeks, beginning no sooner than the 15th day of June. The remaining two weeks can be taken as interview days approved in advance by the Residency Director. If not used as interview days, this time can be taken as vacation, with scheduling subject to approval by the Residency Director.
3. No two residents will be scheduled to be on vacation at the same time. Any change in vacation time assigned must be requested in writing (forms are available in the department) and must be submitted to the Resident Education Director 6 weeks in advance. No vacations will be approved for the last two weeks in June or the first two weeks in July. This is a transition time, and with the chiefs having the opportunity to leave after the 15th of June, the continuity of care for patients requires everyone's full participation.
4. All residents are encouraged to attend scientific meetings and courses. Because of the generous allotment of vacation time, it is not possible to grant additional paid time away from work. Exceptions are as follows:

Academic leave (up to 5 days) may be granted to residents attending the annual Academy of Otolaryngology - Head and Neck Surgery meeting, or the annual COSM meeting. Preference will be given first to those residents presenting scientific papers or posters, and second in order of resident seniority. Residents are strongly encouraged to attend these meetings. If the Department is sponsoring the Resident to present a paper and travel is involved refer to the travel guidelines for state travel or see your Resident Coordinator. There are very strict guidelines for reservations in order to be reimbursed. Resident academic leave may be granted on a case by case basis for any resident giving a scientific presentation at a major scientific meeting.
5. The resident requesting leave is responsible to arrange for continuity of patient care. All residents providing cross coverage should be notified by the resident taking leave several weeks in advance, and again just prior to departure to ensure no lapse in clinical duties or care. The chief residents of all services affected should be likewise informed. Failure to do so may result in loss of leave time.
6. Residents on academic probation may be required to use vacation time for remedial work.

7. In accordance with University guidelines, Maternity or Paternity leave may be granted in the following manner:
- 4 weeks of paid vacation time will be used first
 - 2 weeks of paid sick leave will be used next
 - Leave will then be granted as unpaid leave
 - Residents may be required to make up leave beyond 6 weeks if after review by the Chairman the time off has created an academic deficiency.