

Department of Psychiatry and Behavioral Sciences
Psychiatry Residency Training Program
Resident Leave Request
due 90 days prior to leave

Name _____ **Date** _____
(Please print)

Sick Leave (Include weekends and holidays as per Policy Manual)

Circle corresponding day(s) of week

From _____ To _____ Su Mo Tu We Th Fr Sa
(Please enter date) (Please enter date)

From _____ To _____ Su Mo Tu We Th Fr Sa
(Please enter date) (Please enter date)

Vacation (Include weekends and holidays as per Policy Manual)

Circle corresponding day(s) of week

From _____ To _____ Su Mo Tu We Th Fr Sa
(Please enter date) (Please enter date)

From _____ To _____ Su Mo Tu We Th Fr Sa
(Please enter date) (Please enter date)

From _____ To _____ Su Mo Tu We Th Fr Sa
(Please enter date) (Please enter date)

Educational Leave (Requires signature of Training Director)

Circle corresponding day(s) of week

From _____ To _____ Su Mo Tu We Th Fr Sa
(Please enter date) (Please enter date)

From _____ To _____ Su Mo Tu We Th Fr Sa
(Please enter date) (Please enter date)

Name of Educational Event _____ **Location** _____

Resident Signature _____

Approval: (you must obtain signatures from all attendings & Chief residents if on inpatient rotations; otherwise obtain at least one attending's signature.)

Attending _____ Date _____

Attending _____ Date _____

Chief Resident _____ Date _____

Training Director _____ Date _____

Return form to:

Psychiatry Residency Training Program
Attn: Athena Wong
Box 356560
Fax: (206) 685-8952

RESIDENT VACATION POLICY

General Policy

- ◆ All Residents receive 21 days of vacation per year consisting of 15 week**days**, and 6 week**end**/holiday days (non-cumulative).
- ◆ When a Resident is on vacation for both the day preceding, and the day following a holiday, the holiday will be counted as a vacation day.
- ◆ When a Resident is scheduled for vacation Monday through Friday, the Sunday preceding and the Saturday following will be **reported** as vacation days for a block of seven (7) days.
- ◆ All vacations will be scheduled with the approval of the head of the clinical rotation, and subject to University and Department regulations.
- ◆ On inpatient and consultation-liaison services, resident vacations may not overlap for Residents on one service. Residents may not take vacation during prolonged absence of their Attendings. Vacations need to be arranged in advance with the Attending (to rule out Attending absence), the Chief Resident (to rule out overlap), and the Psychiatry Residency Program office.
- ◆ No vacation is to be taken when one is on the one-month CTU (Emergency Psychiatry) rotation; no vacation is to be taken in the last week of June or the first week of July.
- ◆ No more than one week vacation can be taken on a one-month rotation, and no more than two weeks on a three month rotation. For two month rotations: the Resident who wishes to take more than one week (and up to two weeks) needs to obtain special approval of the Attending.
- ◆ The Residency office needs to be notified in writing via the “Report of Leave” form **90** days in advance of planned time off and of the exact dates of the vacation.
- ◆ Disagreements between Residents and Attendings or between Residents of the same service regarding vacation plans should be referred first to the Chief Resident and the Assistant Training Director and then if an agreement cannot be reached, to the Residency Training Director.

(Adopted by the RESC on 12/2/85; modified 5/21/08)

EDUCATIONAL LEAVE

General Policy

In addition to vacation time, residents may be granted paid or unpaid educational leave to attend specialty sponsored society meetings and other conferences, to present research or other scholarly work at national or international meetings, or to participate in other activities related to their educational program. Educational leave may be granted at the discretion of the Program Director.

Implementation

- ◆ A Resident who plans to attend a conference or seminar will contact the chiefs of **all** clinical services at which s/he will be working at the time of the conference or seminar, and request written approval for an educational leave.
- ◆ The educational leave is only for the duration of the conference. Additional time will be calculated as vacation time.
- ◆ The Chiefs of the clinical services will make a positive effort to support, and encourage educational leave.
- ◆ The Chiefs of the clinics or hospitals can determine that, at any given time, only a limited number of Residents can be granted educational leave. The Chiefs can grant leave on a first-come, first-serve basis, or organize a fair selection procedure.
- ◆ Residents must submit a **written request** for educational leave, together with proof of approval of the clinic or hospital Chiefs, to the Residency office. Residents must use the leave request form.
- ◆ The Residency office will request approval from the Program Director, take the necessary administrative steps, and notify the Resident as soon as final approval has been granted.
- ◆ Residents are advised not to pay registration fees before final approval has been granted.
- ◆ Residents who feel that their request for educational leave has been refused by the service chiefs in an arbitrary manner or without good reason, should contact the Program Director, who will attempt to mediate.