

Memo

To: All Upcoming ICU Residents
From: Dr. Jason Erb
Re: Vacation and Leave During ICU Rotation

I am now taking vacation requests for your upcoming ICU rotation. The blocks are scheduled one at a time, but requests for both blocks are appreciated as early as possible.

Having multiple residents away at the same time makes safe coverage difficult; only one resident will be away at a time except under special circumstances. This is granted on a first come, first served basis. Only one week per block per resident is granted to give equal opportunity.

When you request a week off, every attempt will be made to schedule both bracketing weekends off, but this is not always possible. Please indicate if you have a preference of either the preceding or following weekend.

Program Director approval is required for weeks of vacation. Your program director will be notified of all vacation time taken. Please understand that vacation time is not granted in the first two weeks of the rotation unless you have done a rotation with us before because of the important core teaching sessions that the rest of the educational program is based on.

The deadline for submissions is 4 weeks prior to the first day of the block being scheduled. I will have the schedule completed and sent out 2 weeks prior to the block start date but we should be able to confirm vacation weeks shortly after you submit them.

After the deadline, I cannot make changes to the schedule. You are welcome to trade shifts as long as you do not create a schedule that is overly stressful, but all changes must be clearly marked on the master schedule, which is posted in the Kidd 2 ICU Residents' Conference Room.

Lieu Days - If you are scheduled to work on a statutory holiday you are entitled to take a lieu day. We ask that you ensure that there will be a minimum of **four** residents available in the unit (not including those away on vacation or post-call) on the day you wish to take your lieu day. Only one resident at a time may take a lieu day. Please mark your day away on the schedule posted in Resident's Conference Room on Kidd 2.

ICU Vacation/Leave Request

Please return to:

Kim Telford,
Education Program Assistant
Critical Care
Davies 2, Room 2.360
Kingston General Hospital

Name:

E-mail address:

Which months will you be in the ICU?

Dates and Type of Request:

Vacation – A formal request for a 7-day vacation period. Every attempt will be made to schedule both bracketing weekends off, but this is not guaranteed until the schedule is released. Please indicate if you have a preference of the preceding or following weekend. Program Director Signature required.

Conference Leave – Program Director signature required.

Evenings not on Call – Dates you would rather not be put on call. Dates cannot be guaranteed until the schedule is released. Please provide reason. Program Director Signature not required.

Program Director's Approval:

Signature