

**Department of Orthopaedic Surgery  
Resident Vacation and Professional Leave Policy**

**The Department of Orthopaedic Surgery follows the University policy for Vacation and Professional Leave:**

**Vacation Policy**

House officers accrue vacation at the official rate of 13.33 hours per month. This provides a total of 20 vacation "working days" per year. Due to the complexities of rotation schedules for house officers in various training programs, 28 calendar days or one calendar month will be given as leave depending upon the mode of scheduling of a given service.

In order to avoid possible short-staff situations, ALL vacations (including vacation time for the lab residents) will go through the same approval process. First, please send your request to Carol. Carol will check the master schedule to make sure the time is available. She will ensure there are not 2 residents out and that you have given 6 weeks notice. If available, Carol will send your request to the service faculty and then the Program Director for approval. You will be notified when the request is approved. Failure to give 6 weeks notice may prevent your vacation from being granted.

You MUST have a person to cover in your absence if needed. This person's name must be on the form. That covering person will be responsible if needed.

**Professional Leave Policy**

With the approval of the Program Director, house officers may be granted up to five working days of leave with pay, per academic year, to pursue scholarly activities pursuant to their educational curriculum or fellowship/ job interviews.

It is up to each resident to confirm that there will be sufficient coverage for clinical responsibilities prior to submission of the request for vacation. This includes lab residents who rotate in the call schedule.

Please remember, it is your responsibility to make arrangements for coverage if you intend to be off duty.

**Off site Leave Requests**

If the Resident is rotating at an off-site location (Children's, VA, Navy, etc), it is the responsibility of the Resident to obtain permission from both that location, as well as the UCSD Program Director. This policy will make sure that the leave request is recorded on the residency program master schedule and there will be no misunderstandings or confusion. It is recommended that the Resident coordinate the leave requests at least 6-8 weeks in advance.