EMORY UNIVERSITY SCHOOL OF MEDICINE
DEPARTMENT OF PSYCHIATRY
AND BEHAVIORAL SCIENCES
GENERAL PSYCHIATRY RESIDENCY
VACATION/PROFESSIONAL LEAVE POLICY
2013-2014

Vacation

The Emory vacation policy is 15 workdays. Vacation should generally be proportional to the length of the rotation. Vacation/Professional Leave forms must be sent to us a minimum of 1 month prior to the vacation. The vacation/professional leave forms are posted on the Psychiatry Website (http://www.psychiatry.emory.edu/PoliciesandForms.htm) as well as on Blackboard. You will be informed via email once the vacation has been approved.

Professional Leave

There is the potential to approve up to five working days of professional leave for residents at the PGY-2 level and above. PGY-1s are allowed up to 3 professional leave days on the Psychiatry service if they are attending a professional meeting and receiving an award or presenting a paper/ abstract. Vacation/Professional Leave forms must be sent to us a minimum of 1 month prior to the vacation. The vacation/professional leave forms are posted on Blackboard. You will be informed once the professional leave has been approved.

Process

1. First, the resident should talk to their attending and chief resident regarding the vacation/professional leave request.
2. The resident should then email, or fax or bring their vacation/professional leave form to the Residency Education Office.
3. Our office will send the form to the appropriate attending(s) to obtain approval per the chart below. The request will be sent to the "Approval" recipients and copied to the resident and the "Inform" recipients.
4. The "Approval" recipient will send us an email indicating if the request was granted or denied.
5. Our office will send an email to the resident and copy the "Approval" and "Inform" recipients to inform you your vacation/professional request has been granted or denied.

PGY-2 Vacation Policy

The Chief Residents at Emory and the VA will be in charge of assigning vacation time. The Chief Residents will decide on how they will take requests and determine who will get vacation during each period but the result will be that the residents may take one continuous five day Monday through Friday week of vacation for each 6 month block. This week will be decided at the beginning of the block, assigned by the Chief Resident and will take into account spreading the vacation time across rotation sites so that one rotation site will have no more than one week for each month of the rotation averaged over the year. This means that if the two month VA inpatient rotation had two residents take week long vacations in the first half of the year then no residents would be assigned to take a one week vacation on the VA inpatient rotation in the second half of the year.

Each resident would therefore have 2.5 vacation days left for each 6 month block given that they have 15 vacation days a year. The residents would be able take an additional 2-3 days of vacation in each 6 month block. This will be allotted using the old system of requesting time off from the attending and getting their approval. The residents would be required to take at least 2 additional days off on the first 6 month block.

Approval Matrix		
Rotation	**Approval**	**Inform**
PGY-1 non Psychiatry rotations	No forms needed for approval in Psychiatry. Week of vacation is assigned based on rotation and individual. Contact the Medicine, Peds or Neurology department to request your vacation time.	PGY-1s will inform the Residency Education office of their vacation time so it can be added to the vacation calendar.
PGY-1 Psychiatry Inpatient	Drs. Cotes, or Habib	Grady Chief
PGY-1 Psychiatry CIS/CSU	Dr. D'Orio	Grady Chief
PGY-2 Emory Inpatient	Drs. Garlow or Riva Posse	Emory Chief
PGY-2 Emory CL	Dr. Young	Emory Chief
PGY-2 Wesley Woods Inpatient	Dr. Hermida	Emory Chief
PGY-2 VA Inpatient	Drs. Duncan, Nassif, Panday, or Purselle	VA Chief, Drs. Duncan, Nassif, Panday, or Purselle
PGY-2 VA Addiction	Dr. Drexler	VA Chief
PGY-2 Grady CL	Dr. Schwartz	Grady Chief
PGY-2 Electives	Supervising Attending and Dr. Dingle if on Child rotation	Grady Chief
PGY-3 VA Outpatient/Grady Child/Psychopharm	Dr. Will	VA Chief, Drs. Bishop, Chandora, Dzagnidze, Naidu, Weigel, Rakofsky, and Dingle
PGY-3 Grady Outpatient/Grady Child/Psychopharm	Dr. Wootten	Drs. Wootten, Rakofsky, and Dingle
PGY-4 Electives	Supervising Attending	

MEMORANDUM

To: Residency Education Office
Tufts House - Suite 218
2004 Ridgewood Drive
Atlanta, GA 30322
Fax: 404-727-4746

_____ I would like to request my **vacation time** for the
(Resident Name)
2013-14 academic year as listed below. I have discussed this with my attending.

			ROTATION*	Supervisor Initial*
FROM: _____ MM/DD/YY	THROUGH	_____ MM/DD/YY	_____	_____
FROM: _____ MM/DD/YY	THROUGH	_____ MM/DD/YY	_____	_____
FROM: _____ MM/DD/YY	THROUGH	_____ MM/DD/YY	_____	_____
FROM: _____ MM/DD/YY	THROUGH	_____ MM/DD/YY	_____	_____

I would like to request **professional/administrative leave** for the 2012-13 academic year as follows:

			ROTATION*	Supervisor Initial*
FROM: _____ MM/DD/YY	THROUGH	_____ MM/DD/YY	_____	_____
FROM: _____ MM/DD/YY	THROUGH	_____ MM/DD/YY	_____	_____

NOTE: Any conflicts with night call or O.D. duty must be worked out by the resident concerned so that his or her duty is covered by another.

The Residency Education Office will coordinate obtaining approvals from the attending(s). The Residency Education will inform you when the vacation is approved.

***ROTATION – Please note the hospital plus inpatient, outpatient, CL, etc.**
*** Supervisor Initial– Please have your supervisor initial this form.**