

Realities of Scheduling Vacation

The Holidays will be here before you know it, and each resident physician is entitled to five consecutive days off. As each of you begins to plan for the upcoming holiday season, or any other scheduled vacation, please consider PARA's advice on how to successfully negotiate time away:

▪ Respect the Rules

- Holiday Season:
 - Consecutive days encompass either December 23 - 27 or December 29 - January 2. All resident physicians are required to be available for service on December 28th, where required by their program.
 - Resident physicians are entitled to receive a day in lieu if they are scheduled to work Christmas Day, Boxing Day, or New Year's Day; programs are encouraged to avoid scheduling resident physicians for on-call service the day before their holiday starts.
 - Call requirements are not recalculated based on the 5 days off service. Resident physicians can still be required to service maximum call expectations in order to allow all resident physicians to have at least five consecutive days of within one rotation (7 in-house, or 9 home call).
 - Scheduling vacation during this period can be tricky. The contract holds resident physicians to timelines with regard to requesting vacation; even if you do submit your requests on time, you may need to be flexible about how you take it as service requirements may influence the number of resident physicians who are able to take vacation on any given block.
- Yearly vacation:
 - Application for vacation shall be made in writing to the Program Director a minimum of eight (8) weeks in advance in order that Resident Physician substitution may be arranged. The Program Director shall make a reasonable effort to accommodate the Resident Physician's request for vacation time. When a Resident Physician submits a request for vacation, the Program Director shall confirm approval or disapproval of the request in writing within two (2) weeks.
- Don't book your vacation before you receive authorized confirmation that you have the time off.

▪ Respect the Roles

Administrators have a job to do. It is their responsibility to make sure the service and scheduling allows for safe patient care. This role can often be difficult as many administrators must ensure proper care provision and coverage while numerous resident physicians come and go from their service – all with different scheduling requests. Sometimes in order to meet these service requirements, it is not possible to give every resident physician their first choice of vacation times.

▪ Respect the Relationships

Considerate communication is key. How you make scheduling requests and how you respond to follow up on scheduling requests can impact relationships with the program and colleagues. Your interactions influence not just how others engage with you, but can also influence how they reflect on and engage with resident physicians in general.

For more contract tips, visit the **PARA** website at <http://www.para-ab.ca/agreement/know-your-contract>.