Interview Leave
Policy & Procedures

Internal Medicine Residency
Department of Medicine

Background:
Interview Leave is governed by the Article 14 of the UWHA contract. [http://hr.uw.edu/labor/unions/uw-housestaff-association/uwha-contract](http://hr.uw.edu/labor/unions/uw-housestaff-association/uwha-contract)

Policy:
All interview leave must reflect in the residents’ schedules. University of Washington Internal Medicine Residents are allowed five (5) paid weekdays of interview leave for residency, fellowship or jobs per academic year. Unused interview leave will not transfer to the following academic year. Any interview leave beyond five weekdays, must be taken as vacation, paid personal holiday, or leave without pay.

To minimize impact on patients, residents must finalize all non-emergent schedule changes at least 30 days in advance, or in the case of fellowship interviews, as soon as possible. Residents are required to seek permission from all impacted services, clinics, and chief residents when initiating any schedule change. The program is responsible for communicating approved changes to all impacted services, clinics, and facilities.

Procedures:
Schedule interview leave as far as possible in advance, ideally one month ahead of time.

Fellowship/Residency Interviews
When interviewing for fellowship or residency, if on an admitting rotation, residents must attempt to arrange for coverage subject to obtaining the requisite permissions*. If a resident is unable to obtain coverage, after a reasonable attempt, the Chief Residents may utilize the Risk pool to cover absences due to interviewing for fellows or residency.

Job Interviews
When interviewing for a job, residents must schedule interviews during non-admitting rotations and/or on a day off when on an admitting rotation. Risk may not be used to provide coverage for job interviews.

Schedule Change Form
Residents are required to obtain the requisite permissions* for all non-emergent schedule changes. After obtaining all necessary approvals, a resident must submit a Schedule Change Form ([www.uwmedres.org Policies/Scheduling Forms](http://www.uwmedres.org)). The program office will process schedule change requests, update [www.amion.com](http://www.amion.com), and notify all impacted clinic(s), service(s), and chief resident(s) via a Schedule Change e-mail, typically within three business days.

Send questions regarding schedule changes to schedim@uw.edu.
*Requisite Permissions*

**Outpatient Rotation**
- Specialty Clinic – You must obtain permission from each impacted specialty clinic
- Continuity Clinic – Even if a scheduled continuity clinic will not be impacted, the clinic always needs to be informed of your availability to deal with patient questions and concerns
- Ambulatory Chief Resident – If the change impacts a scheduled conference

**Consult Rotation**
- Continuity Clinic – Even if a scheduled clinic will not be impacted by the change, your continuity clinic always needs to be informed of your availability to deal with patient questions and concerns
- Rotation Director - If you happen to know who your specific attending will be while on rotation, you may ask permission from him/her in lieu of the rotation director
- Chief Medical Resident – From the appropriate facility

**General Medicine, Day or Night Medicine Rotation**
- Continuity Clinic – Even if a scheduled continuity clinic will not be impacted, the clinic always needs to be informed of your availability to deal with patient questions and concerns
- Chief Medical Resident – From the appropriate facility

**Specialty Inpatient Rotation**
- Continuity Clinic – Even if a scheduled continuity clinic will not be impacted, the clinic always needs to be informed of your availability to deal with patient questions and concerns
- Rotation Director - If you happen to know who your specific attending will be while on rotation, you may ask permission from him/her in lieu of the rotation director
- Chief Medical Resident – From the appropriate facility

**Research or Independent Rotation**
- Continuity Clinic – Even if a scheduled continuity clinic will not be impacted, the clinic always needs to be informed of your availability to deal with patient questions and concerns
- Research or Rotation Mentor

**Pathway or Track Rotation (e.g. Global Health Leadership, Health Systems, The Art of Medicine, etc.)**
- Continuity Clinic – Even if a scheduled continuity clinic will not be impacted, the clinic always needs to be informed of your availability to deal with patient questions and concerns
- Rotation Director
- Ambulatory Chief Resident – If the change impacts a scheduled conference