Personal Holidays
Policy & Procedures

Internal Medicine Residency
Department of Medicine

Background:
Personal holidays are governed by the Article 12 of the UWHA contract.
http://hr.uw.edu/labor/unions/uw-housestaff-association/uwha-contract

Policy:
To minimize impact on patients, residents must finalize all non-emergent schedule changes at least 30
days in advance. 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.

Personal holidays count toward a resident’s total length of time away from training as detailed in the
Effects of Leave of Absence upon Completion of Internal Medicine Residency Training Policy.

Procedures:
Personal Holiday – Paid
Residents are entitled to one paid personal holiday each calendar year, not academic year. Residents may
take a personal holiday during non-admitting rotations with pre-approval from the impacted clinic(s),
service, and chief resident. Under rare circumstances, residents may take a personal holiday during an
admitting rotation with pre-approval from the impacted service and chief resident; however, residents are
responsible for arranging coverage outside the program’s Risk pool.

Personal Holiday – Unpaid “Leave without pay”
Residents may take unpaid leave when other appropriate leave types have been exhausted or for “a reason
of faith or conscience, or for an organized activity conducted under the auspices of a religious
denomination, church or religious organization,” (Article 12.2 – UW/UWHA CBA). Residents may take
planned unpaid leave during non-admitting rotations with pre-approval from the impacted clinic(s),
service, and chief resident. Under rare circumstances, residents may take non-emergent unpaid leave
during an admitting rotation with pre-approval from the impacted service and facility; however, residents are
responsible for arranging coverage outside the program’s Risk pool.

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). The program office will typically process schedule change requests within
three business days, updating www.amion.com, and notifying all impacted clinic(s), service(s), and chief
resident(s) via a Schedule Change e-mail.

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