

## CALL SCHEDULE/TIME OFF REQUESTS POLICY for all VAMC ROTATIONS

Welcome to the VA! We want to ensure that this rotation is an educational and pleasant experience for you all- to this end, please read and abide by these rules for scheduling so that we can avoid last minute changes that disrupt the clinical service.

- 1) All vacation/time off request must be submitted to Leilani O'Neill **TWO months** before the start of your service time. For example, if you start at the VA Feb 1<sup>st</sup>, all your requests must be submitted by Dec 1<sup>st</sup>.
- 2) Any requests that come in after this deadline will only be granted at the discretion of Dr. Kannappan, the residency office, and Dr. Kiang ( for vascular). This is for requests that come in **at least ONE** month before your start time at the VA. ( For example, if you start January 1<sup>st</sup>, these would be for requests that come in before Dec 1<sup>st</sup>)
- 3) Any requests for vacation/time off that are submitted in the month prior to you start date will be **DENIED** unless they are for unexpected occurrences, interviews, exams, or service based training. ( For example, if you start at the VA on January 1<sup>st</sup>, any requests placed after Dec 1<sup>st</sup> will be denied).
- 4) Resident Wellness half days- for the general surgery service, this will assigned on the call schedule that is sent out. For VASCULAR, you must meet with Dr. Kiang within the first week of the rotation and these days are at her discretion. For THORACIC, these days are also at the discretion of the service. For VA PM resident, you do NOT receive this half day.
- 5) The schedule for the month will be posted by the 20<sup>th</sup> of the month prior. Once this schedule is posted, **NO CHANGES WILL BE MADE**. The exceptions are this- if there is an error in the schedule ( i.e. you are listed on call when you are supposed to be on vacation), or for family emergencies ( contingent on clarification from the residency office).
- 6) IT IS YOUR RESPONSIBILITY TO LOOK AT THE SCHEDULE WHEN IT IS POSTED AND SEND AN EMAIL TO [Aarthy.Kannappan@va.gov](mailto:Aarthy.Kannappan@va.gov) IF THERE ARE CONCERNS OR ERRORS.
- 7) Clarification of AGCME rules- The second year on the blue surgery service at the VA normally covers the night float second year on Friday nights. There has been some confusion as to whether the Saturday following this Friday night call counts as a day off. The official ACGME rule is that as long as you have 24 hours off , it counts as a day off. In order to accommodate the concern that the second year does not leave the VA On Saturday AM till around 8 or 9 am, we will allow that person to come in Monday morning around 8 or 9 AM. This will count as 48 HOURS off, which is 2 days off. If you have any questions, please email Dr. Kannappan or Leilani to clarify.

Thank you for your time, and we look forward to working with you all!