

University of Nevada School of Medicine

TO: Internal Medicine Residents PGY-1
FROM: Sandhya Wahi-Gururaj, M.D. - Program Director
RE: Annual Leave Requests (Vacation) and Leave Policies
DATE: March 20, 2009

Welcome to the University of Nevada, School of Medicine (UNSOM). As our incoming interns for 2009-2010, we need to gather the most important information needed for creating our yearly schedule – when you want your vacation!

VACATION: You will have fifteen (15) working days off as vacation each year, broken into a one week block (five [5] working days) and a two week block (ten [10] working days). Vacations cannot “straddle” two different blocks. Please review the block list provided to determine your preference for vacation weeks. If you would like to select a specific time period for vacation, please indicate the dates in your request (e.g. Oct 1st – 5th) or you may choose specific weeks (e.g. week two of block four). Please note that each block begins on a Monday, so a request for the first week of a block as vacation **will not** include the prior weekend. Otherwise, requests will include the weekend before and after as continuous vacation time, unless specific dates are chosen that do not run from Monday to Friday.

Every attempt will be made to grant your top priority, however the vacation requests will be reviewed on a first come-first serve basis. **Final determination of vacation is binding! Any request for changes must be provided in writing a minimum of three (3) months in advance.**

RESIDENT’S NAME: _____

Priority:	<u>One week block</u>	<u>Two week block</u>	<u>NAME of Elective /# of Wks</u>
1.	_____	_____	_____ / _____
2.	_____	_____	_____ / _____
3.	_____	_____	_____ / _____
4.	_____	_____	_____ / _____

PRELIMINARY RESIDENTS: Please note that your one week vacation block will be assigned to the last five working days of June 2009, in order to allow time for moving and for orientation into your new program. You may choose your two week block otherwise.

PGY1 SICK LEAVE: As a PGY1 resident you will begin residency with fifteen (15) days of sick leave available for use upon starting residency.

PGY2/3/4 SICK LEAVE: As a PGY2/3/4 your sick leave is accrued at a rate of 1.25 days per month for a total of fifteen (15) days per year.

ALL PGY: The maximum amount of sick time you can have accrued at one time is no more than fifteen (15) days.

FMLA: The Family and Medical Leave Act (FMLA) of 1993 enables an *eligible* staff member to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for specified FMLA qualifying reasons. PGY1 (including Preliminary) residents who take a leave of absence **are not** protected under the FMLA due to FMLA Leave minimum requirement of 12 months of continuous full time employment to be eligible.

PARENTAL LEAVE: (Maternity/Paternity leave) A resident is allowed to use sick leave up to fifteen (15) days and an additional fifteen (15) days of vacation (total of six [6] weeks absence) without loss of pay for pregnancy, adoption and subsequent newborn care.

Please return this form to Jodi Greene via email (**preferred**) to jjgreene@medicine.nevada.edu, by fax to (702) 671-2376 or by USPS to 2040 W. Charleston Blvd., Suite 300, Las Vegas, Nevada 89102 by **April 10, 2009!**

Department of Internal Medicine
 2040 W. Charleston Blvd., Suite 300
 Las Vegas, Nevada 89102-2244
 (702) 671-2345 phone
 (702) 671-2376 fax

APPENDIX A
BLOCK DATES AND WEEKS FOR
JULY '09 - JUNE '10

BLOCK 1

Wk 1: Wednesday, July 01, '09 to Sunday, July 05, '09
Wk 2: Monday, July 06, '09 to Sunday, July 12, '09
Wk 3: Monday, July 13, '09 to Sunday, July 19, '09
Wk 4: Monday, July 20, '09 to Sunday, July 26, '09

BLOCK 2

Wk 1: Monday, July 27, '09 to Sunday, August 02, '09
Wk 2: Monday, August 03, '09 to Sunday, August 09, '09
Wk 3: Monday, August 10, '09 to Sunday, August 16, '09
Wk 4: Monday, August 17, '09 to Sunday, August 23, '09

BLOCK 3

Wk 1: Monday, August 24, '09 to Sunday, August 30, '09
Wk 2: Monday, August 31, '09 to Sunday, September 06, '09
Wk 3: Monday, September 07, '09 to Sunday, September 13, '09
Wk 4: Monday, September 14, '09 to Sunday, September 20, '09

BLOCK 4

Wk 1: Monday, September 21, '09 to Sunday, September 27, '09
Wk 2: Monday, September 28, '09 to Sunday, October 04, '09
Wk 3: Monday, October 05, '09 to Sunday, October 11, '09
Wk 4: Monday, October 12, '09 to Sunday, October 18, '09

BLOCK 5

Wk 1: Monday, October 19, '09 to Sunday, October 25, '09
Wk 2: Monday, October 26, '09 to Sunday, November 01, '09
Wk 3: Monday, November 02, '09 to Sunday, November 08, '09
Wk 4: Monday, November 09, '09 to Sunday, November 15, '09

BLOCK 6

Wk 1: Monday, November 16, '09 to Sunday, November 22, '09
Wk 2: Monday, November 23, '09 to Sunday, November 29, '09
Wk 3: Monday, November 30, '09 to Sunday, December 06, '09
Wk 4: Monday, December 07, '09 to Sunday, December 13, '09

BLOCK 7

Wk 1: Monday, December 14, '09 to Sunday, December 20, '09
Wk 2: Monday, December 21, '09 to Sunday, December 27, '09
Wk 3: Monday, December 28, '09 to Sunday, January 03, '10
Wk 4: Monday, January 04, '10 to Sunday, January 10, '10

BLOCK 8

Wk 1: Monday, January 11, '10 to Sunday, January 17, '10
Wk 2: Monday, January 18, '10 to Sunday, January 24, '10
Wk 3: Monday, January 25, '10 to Sunday, January 31, '10
Wk 4: Monday, February 01, '10 to Sunday, February 07, '10

BLOCK 9

Wk 1: Monday, February 08, '10 to Sunday, February 14, '10
Wk 2: Monday, February 15, '10 to Sunday, February 21, '10
Wk 3: Monday, February 22, '10 to Sunday, February 28, '10
Wk 4: Monday, March 01, '10 to Sunday, March 07, '10

BLOCK 10

Wk 1: Monday, March 08, '10 to Sunday, March 14, '10
Wk 2: Monday, March 15, '10 to Sunday, March 21, '10
Wk 3: Monday, March 22, '10 to Sunday, March 28, '10
Wk 4: Monday, March 29, '10 to Sunday, April 04, '10

BLOCK 11

Wk 1: Monday, April 05, '10 to Sunday, April 11, '10
Wk 2: Monday, April 12, '10 to Sunday, April 18, '10
Wk 3: Monday, April 19, '10 to Sunday, April 25, '10
Wk 4: Monday, April 26, '10 to Sunday, May 02, '10

BLOCK 12

Wk 1: Monday, May 03, '10 to Sunday, May 09, '10
Wk 2: Monday, May 10, '10 to Sunday, May 16, '10
Wk 3: Monday, May 17, '10 to Sunday, May 23, '10
Wk 4: Monday, May 24, '10 to Sunday, May 30, '10

BLOCK 13

Wk 1: Monday, May 31, '10 to Sunday, June 06, '10
Wk 2: Monday, June 07, '10 to Sunday, June 13, '10
Wk 3: Monday, June 14, '10 to Sunday, June 20, '10
Wk 4: Monday, June 21, '10 to Wednesday, June 30, '10

APPENDIX B

UNIVERSITY OF NEVADA SCHOOL OF MEDICINE, INTERNAL MEDICINE RESIDENCY ELECTIVE REQUEST FORM JULY 2009 - JUNE 2010

Interns are permitted two electives in their first year of residency (one 2 week elective and one 3 week elective). Interns are NOT permitted to have an "Away Elective". Please place an X in each column to designate your choice for a two week elective and a three week elective.

NAME OF INTERN: _____

ELECTIVES	2 WEEK: "X" to choose this elective as a 2 wk segment (This will be paired with your 2 week vacation segment)	3 WEEK: "X" to choose this elective as a 3 wk segment (This will be paired with your 1 week vacation segment)
AMBULATORY		
ANESTHESIOLOGY		
DERMATOLOGY		
DERMATOLOGY		
HIV WELLNESS CLINIC		
OB/GYN		
OPHTHALMOLOGY		
OPHTHALMOLOGY		
ORTHOPEDICS		
ORTHOPEDICS		
PAIN MANAGEMENT		
PATHOLOGY		
PSYCHIATRY		
QUICK CARE		
RADIOLOGY		
TRAUMA ICU		
CARDIOLOGY ¹		
ENDOCRINOLOGY ¹		
GASTROENTEROLOGY ¹		
INFECTIOUS DISEASES ¹		
NEPHROLOGY ¹		
NEUROLOGY ¹		
PULMONARY ¹		
RHEUMATOLOGY ¹		
VA ELECTIVES	2 WEEK	3 WEEK
PULMONARY		
DERMATOLOGY		
ENDOCRINOLOGY		
OTHERS	2 WEEK	3 WEEK

PLEASE NOTE: Per ABIM criteria, the following electives can only be chosen once per year: **Anesthesiology, Forensics, Obstetrics/Gynecology, Pathology, Psychiatry, Radiology, West Care**

¹ These rotations are "Selectives" but are assigned by the Chief Residents who prepare the year-long rotation schedule.