

Physician Holiday Schedule Rotation and Policy

Physician Holiday Schedule Rotation

	Holidays that you will work <u>clinically</u>		
	Halloween (2 days) Thanksgiving (7 days) Memorial Day (3 days)	Labor Day (3 days) Christmas (7 days) Mother's Day (2 days)	July 4 th (2 days) New Years (7 days) Easter (3 days)
FY09 (July 2008- June 2009)	Group 2 Param Mindy Rajiv Renee Tony Erica Shaker TBD	Group 3 Flora Anirudh Dean Dmitry Christine Shalini Mayy TBD	Group 1 Eric Jodi Amy Vishnu Marwan Janet George TBD
FY10 (July 2009- June 2010)	Group 1 Eric Jodi Amy Vishnu Marwan Janet George TBD	Group 2 Param Mindy Rajiv Renee Tony Erica Shaker TBD	Group 3 Flora Anirudh Dean Dmitry Christine Shalini Mayy TBD
FY11 (July 2010- June 2011)	Group 3 Flora Anirudh Dean Dmitry Christine Shalini Mayy TBD	Group 1 Eric Jodi Amy Vishnu Marwan Janet George TBD	Group 2 Param Mindy Rajiv Renee Tony Erica Shaker TBD

HOLIDAY DETAILS:

Holidays start at 8am on the beginning dates listed below. The holiday is considered to continue through 8pm on the last date listed for the holiday. Note: This means that the Night shift on the last day of any holiday (i.e. the 2nd, 3rd or 7th day depending on the length of the holiday) is not considered part of the holiday. Whenever possible, individuals from the holiday group will be scheduled, but anyone who has not specifically requested off may be scheduled to work this shift.

July 4th - FY08: Wednesday July 4 & Thursday July 5, 2007
FY09: Thursday July 3 & Friday July 4, 2008
FY10: Saturday July 4 & Sunday July 5, 2009
FY11: Saturday July 3 & Sunday July 4, 2010

Labor Day - Always Weekend Before & Monday of

Halloween - FY08: Wednesday Oct 31 & Thursday Nov 1, 2007
FY09: Thursday Oct 30 & Friday Oct 31, 2008
FY10: Saturday Oct 31 & Sunday Nov 1, 2009
FY11: Saturday Oct 30 & Sunday Oct 31, 2010

Thanksgiving: Always Monday-Sunday of week containing Thanksgiving

Christmas: FY08: Saturday Dec 22 – Thursday Dec 27, 2007
FY09: Monday Dec 22 – Sunday Dec 28, 2008
FY10: Monday Dec 21 – Sunday Dec 27, 2009
FY11: Monday Dec 20 – Sunday Dec 26, 2010

New Years: FY08: Friday Dec 28 – Wednesday Jan 2
FY09: Monday Dec 29, 2008 – Sunday Jan 4, 2009
FY10: Monday Dec 28, 2008 – Sunday Jan 3, 2009
FY11: Monday Dec 27, 2008 – Sunday Jan 2, 2009

Easter: Always Friday Before & Weekend of

Mother's Day: Always Weekend of

Memorial Day: Always Weekend Before & Monday of

POLICIES:

You are responsible for the Holidays you are assigned to. Even if there are 8 of you in the group, and only 5 or 6 are required to work the weekend, you cannot make any off requests for the holiday you are responsible for. If you do not want to work on your assigned holiday, you must find your own coverage by **swapping individual holidays, or equal number of holiday days,** amongst one another.

For example: If in FY11, Flora wants Thanksgiving off, she can swap with Eric for Christmas. Then Flora would work Christmas and Eric would work Thanksgiving, that year.

** or **

If in FY011 Flora just wants the weekend portion of her Christmas obligation off (Dec 25 & 26), she could swap with Mindy for her weekend portion of New Years' (Jan 1 & 2). Then Mindy would be responsible for Dec 25- Dec 31 and Flora would be responsible Dec 20-24 and Jan 1 & 2)

You cannot change holiday groups. Once you are assigned to a Group, you are part of that Group for the duration of your employment with CIMS. You may swap individual holidays among one another, but the next year you are still responsible for the holidays in your group, even if you worked the same holiday the year before due to a swap.

For example: if in FY10, Flora and Eric swap Thanksgiving and Christmas, in FY11 Flora is still responsible for Labor Day/Christmas/Mother's Day, even though she worked Christmas the year before for Eric.

New physicians joining the CIMS group: If one of the current physicians leaves, the first new hire will fill their spot. Currently hired people cannot switch to the vacated spot and thereby change their holiday rotation. If all docs are still here, the new doc(s) will be added into the existing groups, based upon which group is short members. New hires will not get to chose their holiday groups.

WHAT TO DO WHEN IT IS NOT YOUR HOLIDAY: This is a point of confusion for many. **You do not automatically get time off during holidays when you are not clinically responsible – it just means you will not have to work any clinical shifts** (accepting the night clause listed under “Holiday Details” on page 1). You could still be required to work AT, or possibly e-call in the event of short staffing, unless you specifically request time off.

If you are not scheduled to work clinically during a holiday, you have two choices (three choices for part-time docs):

Take Leave Time or Weekend Comp days (in accordance with scheduling policies) in order to have the day(s) completely off

For part-timers: Request for these to be “unscheduled days” (w/o taking leave time)

If neither of these two are specified, it is possible that you will be scheduled to be on campus working Academic Shifts , or possibly e-call, on these holiday days

For Clinical Associates only: Clinical Associates must follow the University Policies relating to Senior Staff

(<http://hrnt.jhu.edu/benefits/overview/pdf/ft-senior.pdf>), which includes either be given off for, or otherwise compensated for working on, all days identified by the University as holidays. If you are scheduled to work on a day designated by the University as a holiday, you will receive a day off elsewhere which will not count against your vacation time/floating holidays/etc. This day off is to be arranged with Tiffani through email, via your regular time-off requests (just specify the day is being taken as an “alternate holiday”, or AH). This AH must be taken within the same academic year as the holiday worked. Any days not specifically identified by the University as a holiday, even if they fall into one of CIMS' holiday groups listed above, are worked as regular business days.