IES BUMC SCHEDULING POLICIES

Purpose: Ensure equitability, consistency, and predictability for all providers with regard to scheduling, ensure adequate coverage of the emergency department, and prevent scheduling conflicts and request logjams.

SCHEDULE REQUEST POLICY
- Requests will open 6 months in advance, close 2.5 months in advance, schedules will be released 2 months in advance (i.e.: by November 1, the January schedule should be released).
- You may request off a maximum of 10 days per month, limit 2 weekends (Fri PM-Sun), if exceeded, requests will not be honored.
- Advanced medical director approval for longer blocks or requests more than 6 months out.
- Excess requests will be honored on a lottery basis.
- Scheduling breakdowns of proportions of nights/weekends/holidays scheduled for providers will be tracked and monitored to ensure equitability.

PART TIME PHYSICIAN POLICY
- Minimum and maximum desired shifts will be filled for full timers, then for BUMC-specific part timers, then outside part timers based on availability.
- Part timers will be expected to work an equitable distribution of night/weekend/holiday shifts (3/11ths nights, 2/7ths weekends).
- If primarily at another site, part timer schedule requests from their primary site will be honored.

MAJOR HOLIDAY POLICY
- Providers will be assigned one of two groups (A and B). In even years, the A group will work Christmas and have Thanksgiving and New Year's off. B group will work Thanksgiving and Near Year's, and have Christmas off. In odd years, this will alternate.

- Days off include 5 days around Christmas, 5 days around Thanksgiving, and the 31st, 1st, and 2nd for New Year's.
- Switches are permitted between providers.

MINOR HOLIDAY POLICY
- The department will recognize 5 minor holidays: Independence Day, Labor Day, Memorial Day, Halloween, and Easter.
- Providers will be permitted to request two off per calendar year.
- The specific dates encompassed are as follows:
  - Easter Sunday including the preceding Saturday.
  - Memorial Day including the preceding Saturday and Sunday.
  - 4th of July including the Saturday and Sunday if it falls on Friday or Monday. If it falls on the weekend will include the Opposite weekend day and Friday for a long weekend. If it falls during the week Tuesday – Thursday will include the 3rd, 4th and 5th.
  - Labor Day including the preceding Saturday and Sunday.
  - Halloween (10/31) and the day after (11/1).

CONFERENCE REQUEST POLICY
- Priority given to:
  - Official academic endeavor (presenting research, lecturing, instructor for a course)
  - Official political endeavor (i.e.: ACEP executive council board member meeting)
  - Official IES business
  - The rest will be determined by a random lottery if requests exceed the ability to accommodate