

## **Requesting Vacation**

All vacations are entered in as requests.

The requests can be entered from any view. These 2 views are probably most helpful:

Vacation and Call

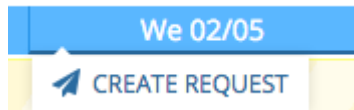
Standard | 2 templates

Vacation

Standard | Weekly Schedule

To enter a request, you need to:

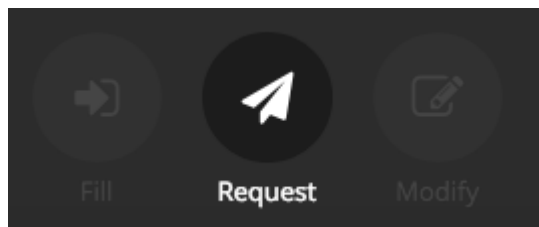
1) click on the date



Or

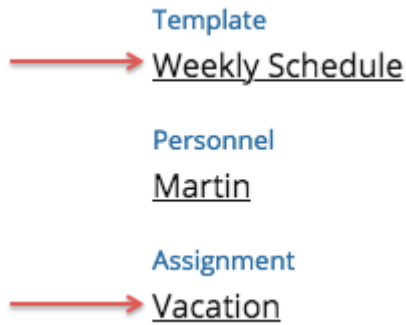


2) use the pen tool on bottom right corner: . Clicking it will show the request buttons (and other tools):



Follow the provided direction. It should be straightforward.

Select Weekly Schedule under Template and Vacation under Assignment



### **Vacation request window**

Summer, spring break, and Xmas vacations are blocked as usual. Please contact Brent Lee for requests during those periods.

Note that once a draft schedule has been created, the dates in the schedule will not be available for vacation requests. The draft schedule is typically created 4 weeks in advance from current date. This is same as 'draft' mode on vicrad.ca

### **Vacation rules**

The vacation rules have been set up to ensure that we provide adequate staffing for our main hospital and clinic sites.

The system will automatically grant vacation requests of up to **8** people off schedule, same as our existing vicrad.ca website.

If there is an important day off you need, and 8 people are already off schedule, please contact the scheduler.

The assignments used in calculation of 8 people off schedule include:

- Vacation
- Scheduled off (part-timers)
- Admin day
- Offsite
- Lady Minto Hospital

Note; "Scheduled off locum" is not included in the calculation, though you'll see it in our schedule elsewhere.

The other rules for vacation will need to be met as well (see below).

- 1) **Overnight call and vacation** are incompatible.

-therefore the system will not grant vacation request if you are on Overnight call that day

-If you would like to do Overnight shift while on vacation, please contact the schedulers.

2) **Subspecialty groups** related rules:

- IR rads: at least 2 available to staff RJH & VGH angio
- NM rads: at least 1 available to staff RJH Nuclear Medicine
- Breast screening rads: at least 2 available to staff VGH Screening and Clinic Screening

These are improvements since our previous system without the checks, so we occasionally ran into issue with too few IRs or screeners.

**Important note:**

At this point due to technical issues, the post call (overnight DR call) status cannot be taken into account by the system. This affects mainly NM and IR rads.

For example, if only 1 NM rad is in town working, and he/she is on overnight call sometime that week, then he/she will be forced to work NM shift post overnight call, or have to give away the call.

This should be an uncommon event, and is typically discovered 3-4 weeks in advance. It has happened a few times each year.

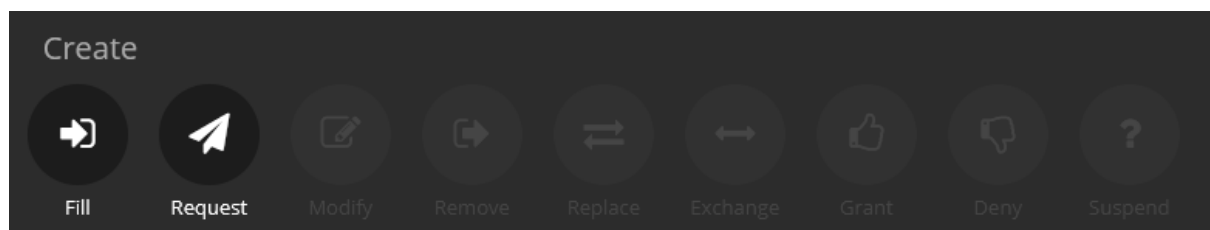
So please be mindful of the post-call status of your subgroup colleagues when requesting vacation. Please also help each other by taking the call if such an event were to occur.

I am hoping this issue will be resolved soon.

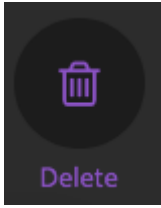
**To Cancel vacation**



Use the pen tool on bottom right corner: . Clicking it will show the tool bar at the bottom.



Select your name on the dates you would like to cancel. Then, click the delete tool.



Click and follow instructions.