**Vacation Weeks**

- During the clerkship year, clerks are given three weeks of vacation:
  - Seven consecutive days in December/January
  - Nine consecutive days in March
  - Clerkship teaching ends on August 21, 2015 and one week of vacation follows before fourth year electives begin.

- To learn which vacation weeks you will be assigned, contact the department’s scheduling coordinator on the service you are completing during the vacation periods.

- Please do not assume that the vacation periods will be the weeks that you prefer.

- If you have requests, these should be made early to the respective departments in which you will be working although there is no guarantee that you will be given your requested weeks.

**December:**

- You are entitled to **seven** consecutive days off, to include either Christmas or New Year’s Day.
- The week off is the decision of the clerkship supervisor.
- Students should be relieved of duty at 1800 hours before their vacation starts and should not be expected to return until 0800 hours, seven days later.

**March:**

- You are entitled to **nine** consecutive days off, *normally* the week of March 9-13, 2015. That is five weekdays and the weekends before and after.
- The dates for March break in the Department of Internal Medicine will be confirmed by the departmental coordinator. There are two possible weeks for the break and the clerks will be divided between the two weeks to ensure proper coverage in the hospital.
- The Department of Paediatrics requires two clerks to work the official March break week for CTU coverage. The following week will be substituted as the March break for these two clerks.
- You must clarify your March break dates with your rotation supervisor before making any vacation travel plans.
- Students should be relieved of duty at 1800 hours before their vacation starts and should not be expected to return until 0800 hours nine days later.