I. PURPOSE

Clerks are entitled to three weeks of vacation during the clerkship year.

II. DEFINITIONS

UME Undergraduate Medical Education

III. STATEMENT

1.0 During the clerkship year, clerks are given three weeks of vacation:
   - Seven consecutive days over either Christmas Day or New Year’s Day
   - Nine consecutive days in March
   - Clerkship teaching ends on the Friday following Civic Holiday, and one week of vacation follows before fourth year electives begin.

2.0 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.

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

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

5.0 In December you are entitled to seven consecutive days off, to include either Christmas Day or New Year’s Day. The week off is the decision of the clerkship supervisor.

6.0 In March, you are entitled to nine consecutive days off, normally the Thames Valley District School Board March Break. That is five weekdays plus the weekends before and after.
   - March Break dates vary by department.
   - The dates for March Break in the Department of 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 at 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.
7.0 Students are to be released from duty at 1800 hours (6 pm) before the vacation starts and should be available for clinical duties as assigned by the rotation on their first day back.