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**Committee of Interns and Residents**

**For Housestaff Who Work Holidays**

**UMDNJ/CIR Compensation Day/Reimbursement Form (rev July 2003)**

**New Article VI. Section G.2. states(in part): Housestaff Officers who work a holiday (including beeper calls) on a scheduled holiday shall be granted an alternate day off or shall receive an additional day's pay in lieu of the holiday. Scheduling of an alternate day off shall be with the approval of the Program Director or Chief of Service, as appropriate. Pay in lieu of a holiday shall be at the rate of one tenth (1/10) of a bi-weekly pay. When a housestaff officer is scheduled to work a holiday, it is the housestaff officer's responsibility to submit the request for an alternate day off (using this form) within 10 business days of the holiday. If the form is not returned to the HSO within 10 business days, the HSO shall be paid for the holiday worked.**

**Housestaff Officer's Name and Department:** \_\_\_\_\_  
 \_\_\_\_\_

**Housestaff Officer's Social Security Number:** \_\_\_\_\_  
 Specify: Comp Day requested - Date: \_\_\_\_\_

For which Holiday worked? \_\_\_\_\_

**Signatures:** \_\_\_\_\_ Housestaff Officer Date (given to Chief Resident)

**Chief Resident or Scheduler Date is:**

Approved \_\_\_\_\_

Denied \_\_\_\_\_

If denied above, Chief Resident shall submit form to Program Director or designee to sign to approve pay in lieu of comp day or approve comp day:

Approved comp day \_\_\_\_\_

OR

Approved pay in lieu of comp day \_\_\_\_\_

If denied or not approved within 10 days of submission, housestaff officer receives pay:

\_\_\_\_\_ **Program Director, Date**

Copies of this form shall be returned to the House Staff Officer, to the scheduler when appropriate, and for processing.

**The HSO should make and keep a copy of this form prior to submission**